

# Non SSO Decentralized Security Administration Handbook

Version 3D

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# Naming Standards/Conventions

## General Role Naming Conventions

- The First Node identifies whether the role is a “S”ingle role or “C”omposite, “R3” or “BW” role and that it is a “P”roduction role
  - Single role names will begin with “S”
  - Composite role names (roles comprised of two or more single roles) will begin with “C”
  - R3/HRMS Role names will have “R3” as the second and third characters.
  - BW Role names will have “BW” as the second and third characters.
  - The fourth character will be “P” identifying the role as a production role.
- The Second Node identifies whether the role is standardized (“DE”centralized or “CE”ntralized) or custom (agency/personnel area specific)
  - Decentralized roles are assignable by decentralized security Authorization Administrators.
  - Centralized roles are assignable by DOP only.
  - Custom roles are agency/personnel area specific, and include the Security Administrator roles, Structural Data Profile roles, BW End User, BW Power User and BW Workbook/Web Template roles.
- All subsequent Nodes are descriptive abbreviations to match the role name
  - Example: SR3P\_DE\_PAY\_ANL – Decentralized Payroll Analyst, built as single role and assignable by agencies.

## R3/HRMS Roles

R3/HRMS role assignments typically consist of at least one (1) Decentralized Role or Centralized Role and a Structural Data Profile Role.

R3/HRMS Security Admin and Audit Role assignments typically consist of at least one (1) Security/Audit Role and a Structural Data Profile Role.

BW Only users will, at a minimum, need to have an R3/HRMS UserID established, with the Structural Data Profile Role assigned to their position, before the BW UserID can be established.

- Decentralized HR Role names begin with 'SR3P\_DE\*' with the remaining characters being as descriptive as possible to match the role name.
  - Example: SR3P\_DE\_PAY\_ANL – Decentralized Payroll Analyst
- Centralized HR Role names begin with 'SR3P\_CE\*' with the remaining characters being as descriptive as possible to match the role name.
  - Example: SR3P\_CE\_FINC\_APRV – Centralized Financial Approver
- Security Admin and Audit Role names begin with 'SR3P\_XXXX\*' with the remaining characters being as descriptive as possible to match the role name, and XXXX being the Personnel Area/Agency.
  - Example: SR3P\_1110\_AUTH\_ADMIN – DOP Authorization Administrator
- Structural Data Profile Role names begin with 'SR3P\_XXXX\_DATA\_PROFILE' with XXXX being the Personnel Area.
  - Example: SR3P\_1110\_DATA\_PROFILE – DOP Structural Profile Role

## Role Profiles

- Role Profile names begin with WA\* with the remaining characters being as descriptive as possible to match the profile name.
  - Example: WADPAYANL - Profile for role SR3P\_DE\_PAY\_ANL

## BW Roles

BW Role assignments typically consist of one (1) BW End User or BW Power User role, one (1) or both InfoCube Roles, and agency specific & statewide Workbook/Web Template Roles.

BW Security Admin Role assignments typically consist of the agency specific User Admin Role only.

BW Security Audit Role assignments typically consist of the agency specific Audit Role only.

- BW End User, Power User, and Workbook/Web Template Role names begin with 'SBWP\_XXXX' where XXXX is the personnel area, with the remaining characters being as descriptive as possible to match the role name.
  - Example: SBWP\_1110\_END\_USER– DOP BW End User
- BW InfoCube Role names (HR or FI) begin with 'SBWP' with the remaining characters being as descriptive as possible to match the role name.
  - Example: SBWP\_DE\_FI\_R1\_ICUBE\_ONLY – BW FI InfoCube (Only) Role
- BW Security Admin Role names begin with 'SBWP\_XXXX' where XXXX is the personnel area, with the remaining characters being as descriptive as possible to match the role name.
  - Example: SBWP\_1110\_USER\_ADMIN – DOP UserID Administrator

## Portal Roles

Portal Roles consist of End User, BW (if accessing BW) and/or WebGUI (if accessing R3/HRMS data via the portal) roles

- Portal Role names begin with 'hrms.\*' with the remaining characters being as descriptive as possible to match the role name.
  - Example: hrms.BW – role for Business Warehouse users.

## User Groups For Authorization

- User Group names are formatted as follows: WA\_XXXX
  - Where XXXX = Personnel Area
- The description should match the agency name (example follows)
  - User Group: WA\_1110
  - Description: Department of Personnel



# Security UserID Administrator

R3/HRMS


## Position Based Security Setup

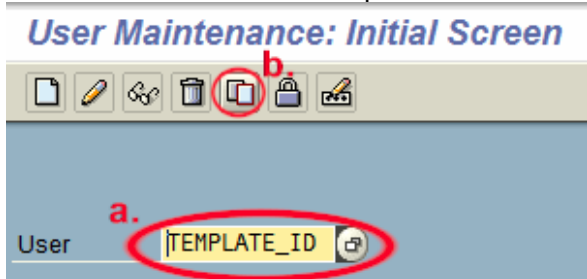
## Initial UserID Setup Steps

The following steps must take place for the initial setup of a UserID.


1. Create or update SAP UserID (SU01)
2. Create/verify link Personnel Record to SAP UserID (PA30)
3. Update User Authorization Table T77UA (OOSB)

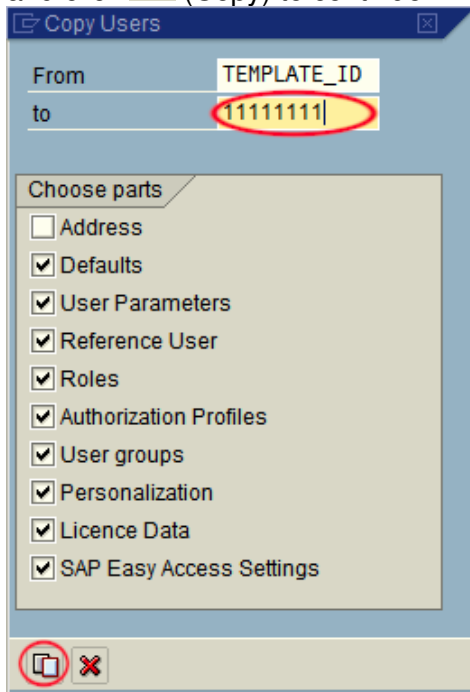
## Create or update SAP UserID (SU01)

1. Enter transaction '**SU01**' (/nSU01) to create or update SAP UserID; enter the UserID (personnel number, **including** leading zeroes), and click on the eyeglasses to view UserID. If no UserID exists, complete steps 2 through 9 below. **If** the UserID currently exists, check the following, and update where needed:
  - **Logon Data** tab – Refer to step 4 below
  - **Defaults** tab – Refer to step 6 below
  - **Parameters** tab – Compare against Parameters tab of UserID TEMPLATE\_ID, and copy as needed, using instructions in [Copy parameters from TEMPLATE ID](#) below.
  - **Roles** tab – Confirm role assignments shown are for your personnel area, and that they are displayed in blue, as the result of role(s) being correctly assigned to position(s) in the organizational structure for your personnel area, **except** the ESS role (SR3P\_SOW\_ESSUSER), which should display in black, as the result of *direct* role assignment to the UserID.
  - **Licence Data** tab – Refer to step 7 below
  - **Remember to SAVE your changes**
2. Copy the Template UserID to create the new UserID.
  - a. Enter TEMPLATE\_ID in the 'User' field.
  - b. Click  to COPY the Template UserID.




**Note:** The *TEMPLATE\_ID* UserID was created to assist in the creation of new UserIDs. This ID contains basic default settings that all UserIDs will need. There are several fields that will require changes after the copy step is performed and before the UserID will be useable in the system.

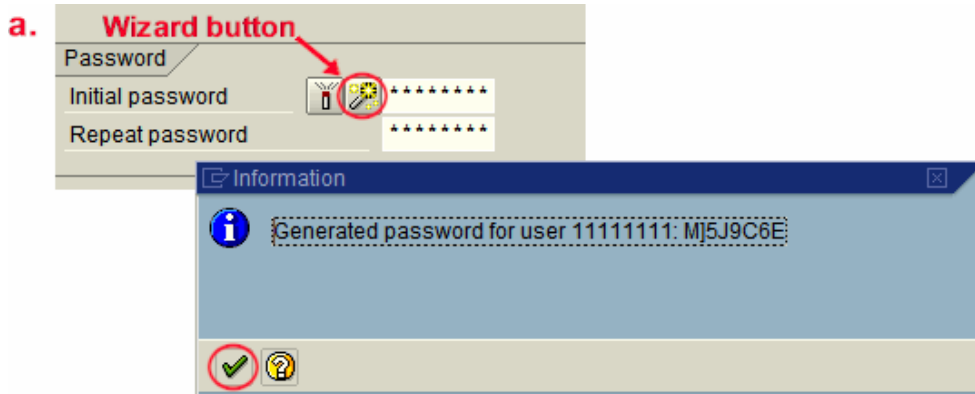
3. Enter the new UserID (UserID is **always** the Personnel number, and **must** include leading zeroes) and click  (Copy) to continue.



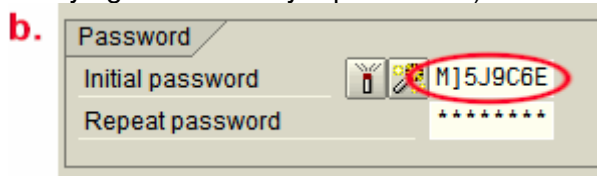
The image shows a 'Copy Users' dialog box. At the top, there is a 'From' field containing 'TEMPLATE\_ID' and a 'to' field containing '11111111'. The 'to' field is highlighted with a red circle. Below these fields is a section titled 'Choose parts' with a list of checkboxes: Address (unchecked), Defaults (checked), User Parameters (checked), Reference User (checked), Roles (checked), Authorization Profiles (checked), User groups (checked), Personalization (checked), Licence Data (checked), and SAP Easy Access Settings (checked). At the bottom left, there is a 'Copy' icon (two overlapping rectangles) and a close button (an 'X' in a square), both of which are circled in red.


4. Click 'Logon data' tab; update the following:

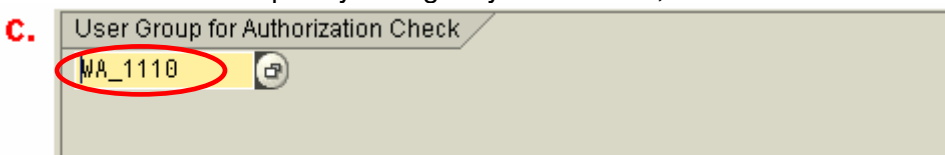
- a. Click on the password Wizard button, an initial password will be generated. Click  to continue.



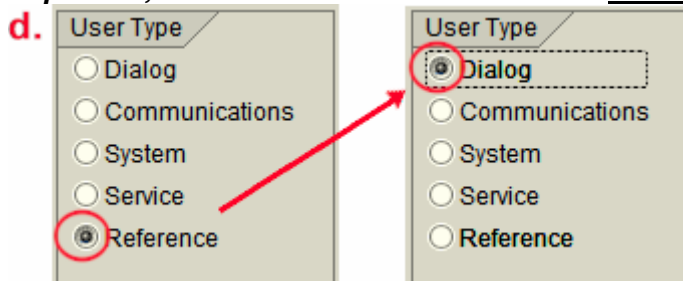
- b. The generated password will appear in the 'Initial password' field. Make note of the password or select, copy and paste it for future distribution to the User. As a reminder, 'hardened' password standards apply to passwords in production (i.e. must contain at least one letter, one number and one special character, and must be at least six bytes; the password generator always generates 8 byte passwords).



- c. Enter the User Group for your Agency. To search, click  to search for your User Group.



- d. If not already checked, change the User Type from 'Reference' to 'Dialog' - **this is very important, as the new UserID will not work unless 'Dialog' is checked.**



- e. Populate “Accounting Number” field in “Other Data” with User Group data from 4c above, **except** do not enter ESSUSER here.

Other Data	
Accounting Number	WA_1110
Cost center	

5. Select the ‘Address’ tab, enter user’s first and last name and any other desired information and press enter when complete. (The ‘Last name’ field defaults to the UserID)

Address		Logon data	SNC	Defaults	Parameters	Roles	Profiles
Person							
Title							
Last name	11111111	←					
First name		←					
Academic Title							
Format	11111111						
Function							
Department							
Room Number		Floor		Building			
Communication							
Language		Other communication...					
Telephone		Extension		→			
Mobile Phone				→			
Fax		Extension		→			
E-Mail	→						
Comm. Meth							
Assign other company address...				Assign new company address...			



6. Click 'Defaults' tab. If you did **not** copy this UserID from 'Template\_ID', ensure the following fields are filled as shown:

Address Logon data SNC Defaults Parameters Roles

Start menu

Logon Language EN

Spool Control

OutputDevice LOCL

☐ Output Immediately

☐ Delete After Output

Decimal Notation

☐ 1.234.567,89

☒ 1 234,567.89

☐ 1 234 567,89

Date Format

☐ DD.MM.YYYY

☒ MM/DD/YYYY

☐ MM-DD-YYYY

☐ YYYY.MM.DD

☐ YYYY/MM/DD

☐ YYYY-MM-DD

Personal Time Zone

of the User PST

Sys. time zone PST

CATT

☐ Check Indicator

7. Click 'LicenceData' tab.
- a. Click right arrow until the 'LicenceData' tab appears (it is currently the last tab)

Parameters Roles Profiles

- b. Verify the Contractual User Type is 'mySAP HR Professional'.

Parameters Roles Profiles Groups Personalization LicenceData

Contractual User Type

mySAP HR Professional

Country Surcharge

%

- c. Click  when finished.

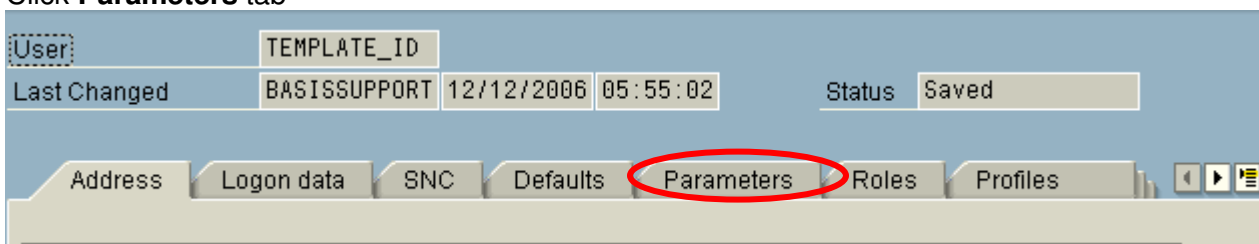
Copy parameters from TEMPLATE\_ID

- Launch transaction **SU01** (/nSU01)
- Enter **template\_id** and click the eyeglasses

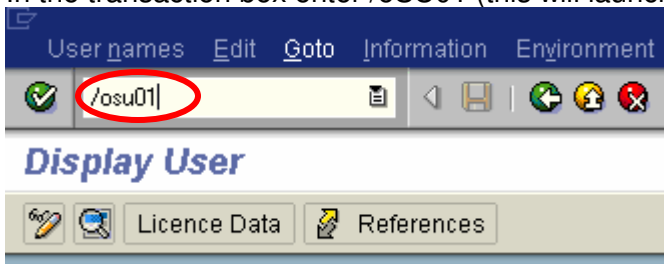
*User Maintenance: Initial Screen*



- Click **Parameters** tab



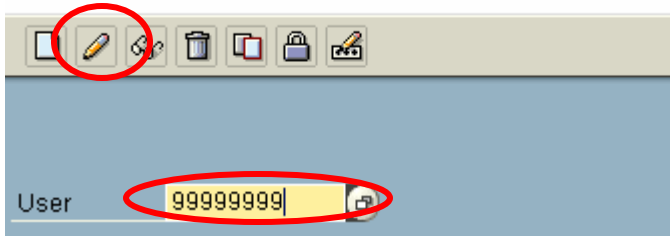
- In the transaction box enter /oSU01 (this will launch SU01 in a new, separate window).



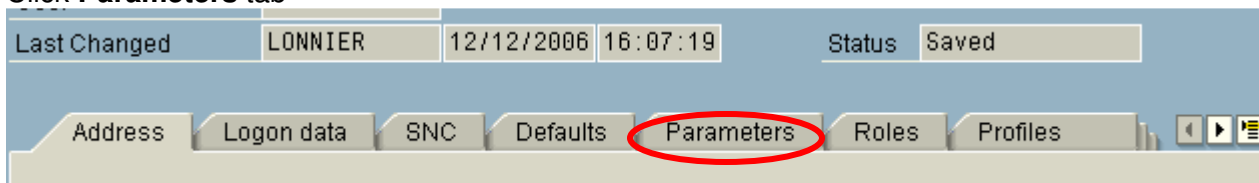
*Display User*

- Enter 'target' UserID (UserID to be updated) and click the pencil

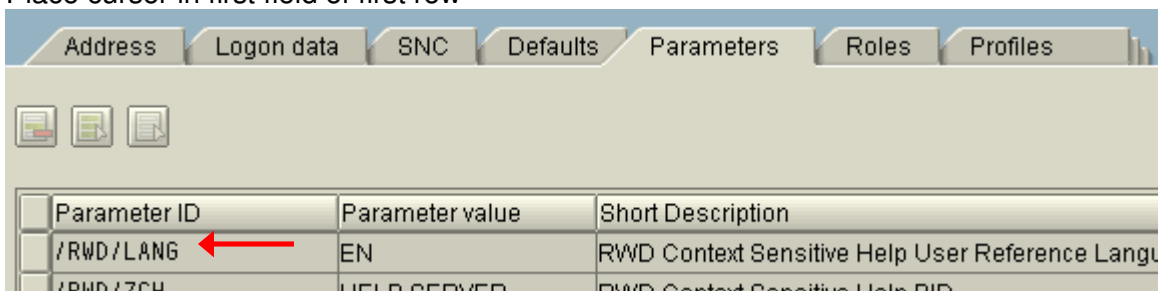
*User Maintenance: Initial Screen*



- Click **Parameters** tab

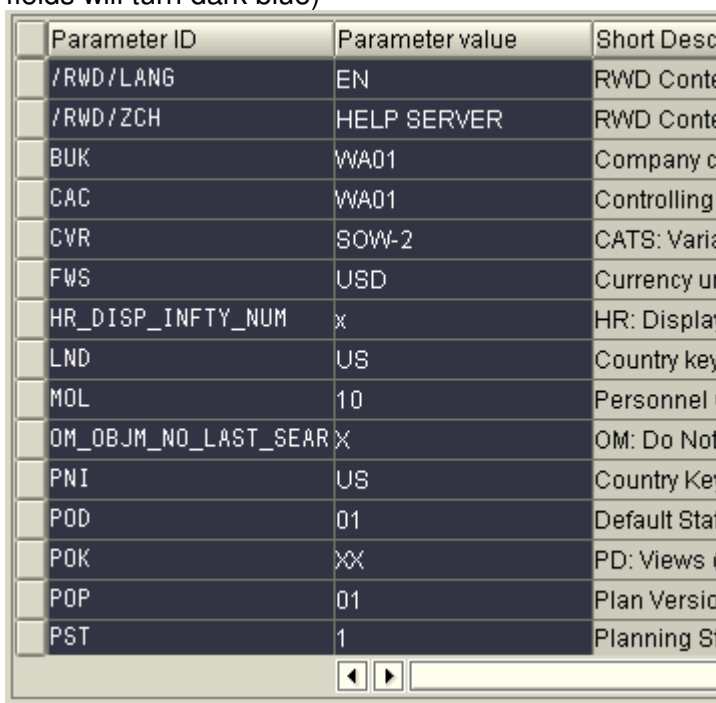


- Toggle back to **template\_id**
- Press **Ctrl + y** (your cursor will turn into a large plus sign)
- Place cursor in first field of first row



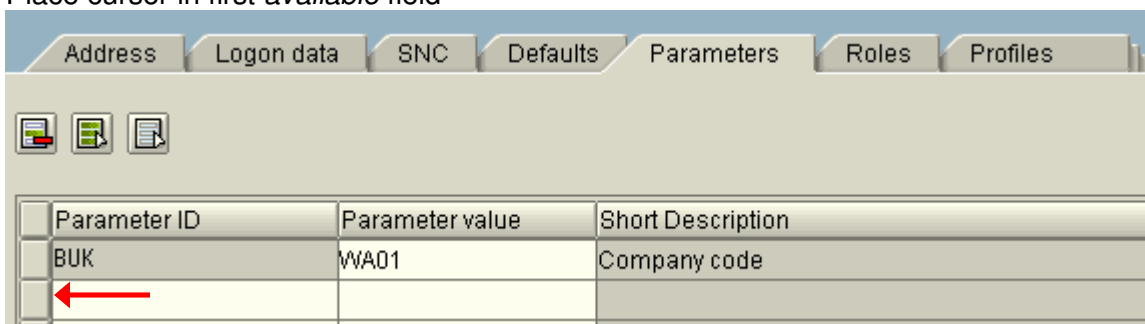
Parameter ID	Parameter value	Short Description
/RWD/LANG	EN	RWD Context Sensitive Help User Reference Language
/RWD/ZCH	HELP SERVER	RWD Context Sensitive Help PID

- Press and hold left mouse button, while dragging across to 2<sup>nd</sup> column, and down (highlighted fields will turn dark blue)




Parameter ID	Parameter value	Short Description
/RWD/LANG	EN	RWD Context Sensitive Help User Reference Language
/RWD/ZCH	HELP SERVER	RWD Context Sensitive Help PID
BUK	WA01	Company code
CAC	WA01	Controlling
CVR	SOW-2	CATS: Vari
FWS	USD	Currency un
HR_DISP_INFITY_NUM	x	HR: Display
LND	US	Country key
MOL	10	Personnel
OM_OBJM_NO_LAST_SEARCH	X	OM: Do Not
PNI	US	Country Key
POD	01	Default Stat
POK	XX	PD: Views
POP	01	Plan Versio
PST	1	Planning St

- Release left mouse button, and press **Ctrl + c**
- Toggle back to 'target' UserID
- Place cursor in first *available* field



Parameter ID	Parameter value	Short Description
BUK	WA01	Company code

- Press **Ctrl + v**, then press **Enter**

Address Logon data SNC Defaults Parameter		
		
Parameter ID	Parameter value	Short Description
/RWD/LANG	EN	RWD Context S
/RWD/ZCH	HELP SERVER	RWD Context S
BUK	WA01	Company code
CAC	WA01	Controlling area
CVR	SOW-2	CATS: Variant fo
FWS	USD	Currency unit
HR_DISP_INFITY_NUM	x	HR: Display Info
LND	US	Country key
MOL	10	Personnel Cou
OM_OBJM_NO_LAST_SEAR	X	OM: Do Not Res
PNI	US	Country Key Ver
POD	01	Default Status (
POK	XX	PD: Views (Key,
POP	01	Plan Version (P

Repeat the steps above until the '*target*' UserID is populated with all parameters from **template\_id**.

## Verify/Create Link Personnel Record to SAP UserID (PA30)

### Prerequisites:

- ✓ Personnel number and UserID (should be the same)
- ✓ UserID must exist

1. Enter transaction '**PA30**' (/nPA30) to link the personnel record to the SAP UserID.
2. Enter the Personnel number for the newly created user, **including** leading zeroes (for example, Raz Mezman's personnel #: 999999999) and press 'enter.' The person's name and other information should be displayed.

The screenshot displays the SAP PA30 transaction interface. At the top, the title bar reads 'Maintain HR Master Data'. Below this, a search bar contains the personnel number '999999999', which is circled in red. The main data area shows the following information:

- Name: RAZ MEZMAN
- PersArea: 4618 Dept of Ecology
- EEGroup: 0 Permanent
- PSubarea: 00J2 Agencywide
- EESubgroup: 01 Exception Monthly
- Status: Active

Below the data area, there are several tabs: 'Basic personal data', 'Contract data', 'Gross/net payroll', 'Net payroll', and 'Addt...'. The 'Basic personal data' tab is selected. On the left side of the tab, there is a list of infotypes with checkboxes and green checkmarks indicating they are active:

- Infotype text
- Actions
- Organizational Assignment
- Personal Data
- Addresses
- Bank Details
- Family Member/Dependents
- Challenge

On the right side of the tab, there is a 'Period' section with a 'Fr.' and 'To' date range. Below this, there are several radio button options for selecting a period:

- ☒ Period
- ☐ Today
- ☐ Curr.week
- ☐ A11
- ☐ Current month
- ☐ From curr.date
- ☐ Last week
- ☐ Up to Today
- ☐ Last month
- ☐ Current Period
- ☐ Current Year

At the bottom of the screen, there is a 'Direct selection' section with a 'System user name (SY-UNA...)' field.

3. In the 'Direct Selection' tab at the bottom, enter the following:
  - a. '105' in the Infotype field
  - b. '0001' in the Sty field.
  - c. Hit 'enter'. The word 'Communication' should now be displayed in the Infotype field, and 'System user name' should be displayed to the right of the Sty field.

Basic personal data | Contract data | Gross/net payroll | Net payroll | Addt...

Infotype text: E..

Actions: ✓

Organizational Assignment: ✓

Personal Data: ✓

Addresses: ✓

Bank Details: ✓

Family Member/Dependents: ✓

Challenge: ✓

Period:

Fr. To

Today Curr.week

All Current month

From curr.date Last week


Up to Today Last month

Current Period Current Year

Choose

Direct selection

Infotype **a.** Communication **b.** Sty 0001 System user name (SY-UNA...)

4. At this point, you can either verify or create the link. To verify the link, click on the eyeglasses, and compare your display to the screen shot in 5b below. If the 'ID/Number' field matches the Personnel number and the 'Start' & 'to' dates are valid, you're done. If no link exists, click  and proceed to step 5.
5. Enter the ID/number and save as follows:
  - a. Enter the user's UserID in the 'ID/Number' field; this should be the same as the personnel number, **including** leading zeroes.
  - b. Click the 'Save' button. The Personnel Record is now linked to the SAP UserID.

Infotype Edit Goto Extras System Help

Save

**b.**

Create Communication

Find by

Person

Collective search help

Search term

Free search

Personnel No. 99999999 Name RAZ MEZMAN

PersArea 4610 Dept of Ecology EEGroup 0 Permanent

PSubarea 00J2 Agencywide EESubgroup 01 Exception Monthly Status Active

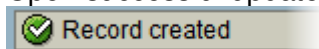
Start 16.07.2004 to 31.12.9999

Communication

Type 0001 System user name (SY-UNAME)

ID/number **a.** 99999999

6. Upon successful update the following message will appear in the status area:



## Update Table T77UA (OOSB)

**NOTE: Table T77UA is the *User Authorization* table; there is only one, and only one individual can be updating this table at a time. Bottom line, when you launch transaction OOSB, please be as quick as possible in completing your task and releasing the table when you're finished.**

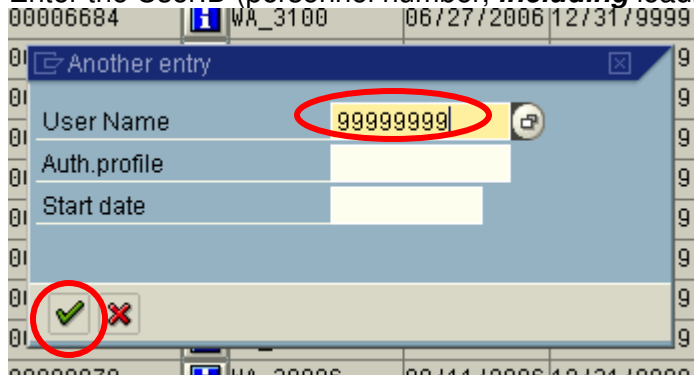
### Prerequisites:

- ✓ Personnel number and UserID (should be the same)
- ✓ UserID must exist
- ✓ SAP UserID linked to personnel record (PA30)

1. Enter transaction '**OOSB**' (/nOOSB) to update table T77UA.

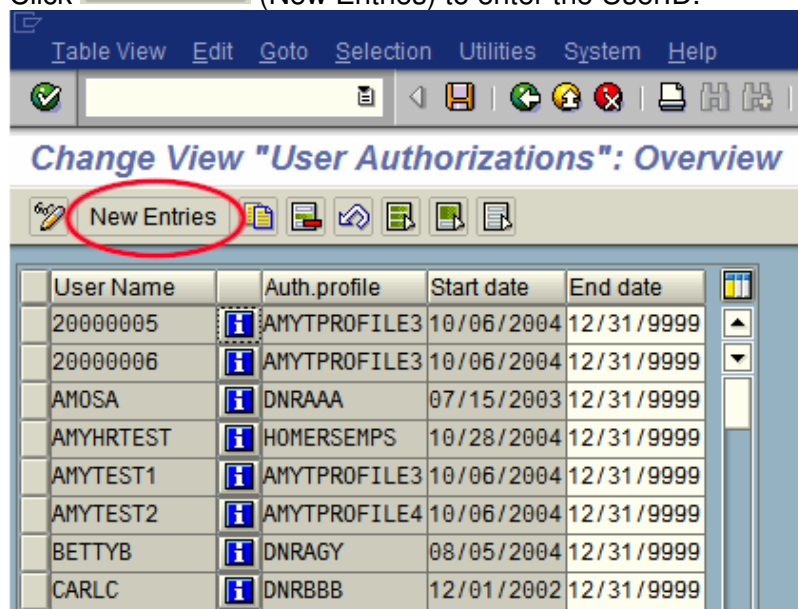
2. To locate an entry, click  at the bottom of your screen.

3. Enter the UserID (personnel number, **including** leading zeroes, and click the green check.




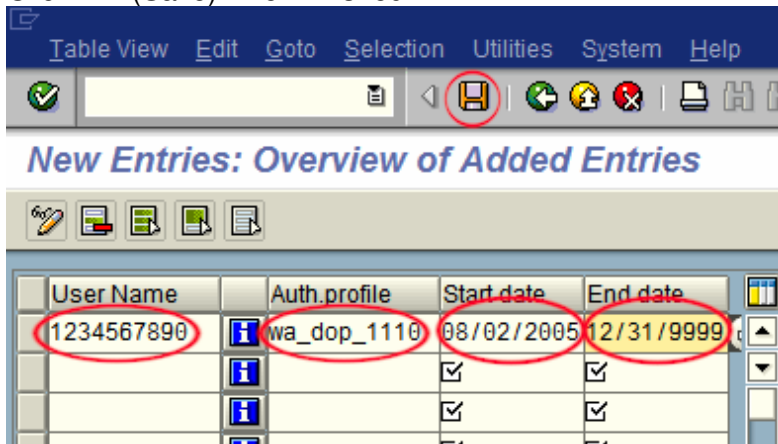
4. Review entries in each field for correctness; if there are errors, you'll need to delete the line, and re-enter correct data for UserID. If no entry exists for the UserID, proceed to step 5.

5. Click  (New Entries) to enter the UserID.

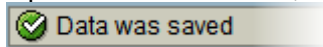


User Name	Auth.profile	Start date	End date
20000005	AMYTPROFILE3	10/06/2004	12/31/9999
20000006	AMYTPROFILE3	10/06/2004	12/31/9999
AM0SA	DNRAAA	07/15/2003	12/31/9999
AMYHRTST	HOMERSEMP	10/28/2004	12/31/9999
AMYTEST1	AMYTPROFILE3	10/06/2004	12/31/9999
AMYTEST2	AMYTPROFILE4	10/06/2004	12/31/9999
BETTYB	DNRAGY	08/05/2004	12/31/9999
CARLC	DNRBBB	12/01/2002	12/31/9999

6. Enter the following:
- a. User Name – the UserID (Personnel number, **including** leading zeroes)
  - b. Auth.profile – the authorization profile for your specific personnel area; **Pers Admin Processors require a 2<sup>nd</sup> entry w/Auth profile 'WA\_SOW'.**
  - c. Start Date – this can be a past, present or future date
  - d. End Date – if an exact date is known it should be entered, otherwise use 12/31/9999
  - e. Click  (Save) when finished.



7. Upon successful save, the following message will appear in the status area (lower left)





## Maintenance

## Mass UserID Maintenance (SU10)

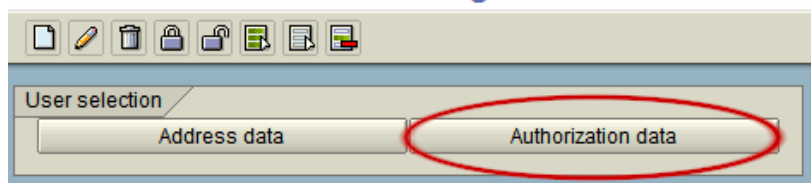
**NOTE: It is recommended that new Users be created manually to ensure that all base values are set correctly. IF this process is used to create mass users, refer to the Template ID to ensure that all settings are included.**


There are many options for Mass User Maintenance, including locking of IDs, changing Parameters and/or Defaults, etc.

This example shows how to add parameters for multiple users.

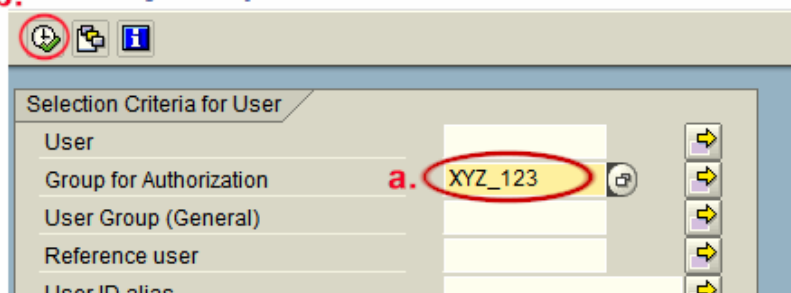
1. Enter transaction 'SU10' (/nSU10)
2. From the User Maintenance: Mass Changes Initial Screen, click 'Authorization data' button


### User Maintenance: Mass Changes Initial Screen



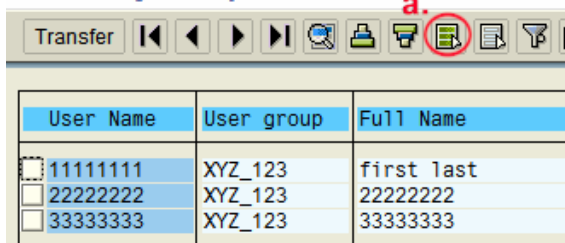
3. Search on the User Group. You can also search using any of the other options to refine the results.
  - a. Enter the 'Group for Authorization', in this example it is XYZ\_123. This would be your specific Agency's User Group.
  - b. Click  to execute the search.

### b. Users by Complex Selection Criteria

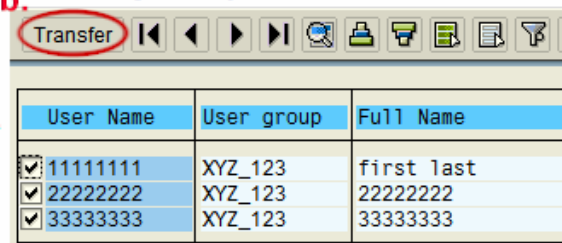



4. Select and Transfer the Users to update
  - a. Click  (Select All button) or select individual users
  - b. Click Transfer button

### Users by Complex Selection Criteria










### Users by Complex Selection Criteria



5. Click  to Edit the Users.

**User Maintenance: Mass Changes Initial Screen**

Icons:       

User selection




Address data      Authorization data

User	Full Name
11111111	11111111
22222222	22222222
33333333	33333333

6. Click 'Parameters' tab, ensure that the Add option is selected.



Address   Logon data   Defaults   **Parameters**   Roles   Profiles   Groups








☒ Add  
☐ Remove

Icons:   

Parameter ID	Parameter value	Short Description

7. Enter the Parameter values and save changes.

- a. Enter the Parameter ID (click in the field and click  to select possible values) and enter the Parameter value. Default parameter values are shown on the Parameters tab of Template\_id.
- b. Click  to save changes.




Icons:       

**Mass User Changes**

Licence Data   References

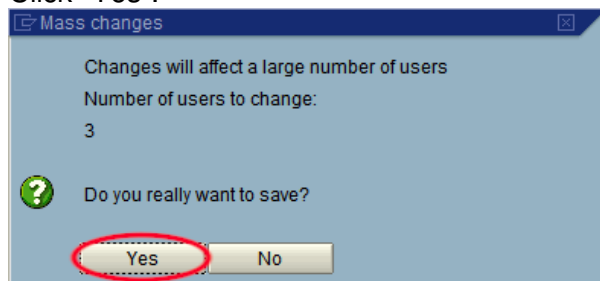
Address   Logon data   Defaults   **Parameters**   Roles   Profiles


☒ Add  
☐ Remove

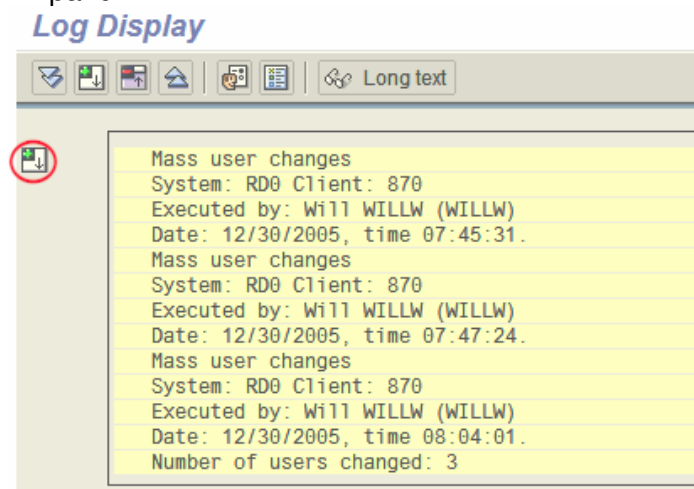
Icons:   


Parameter ID	Parameter value	Short Description
HR_DISP_INFITY_NUM		

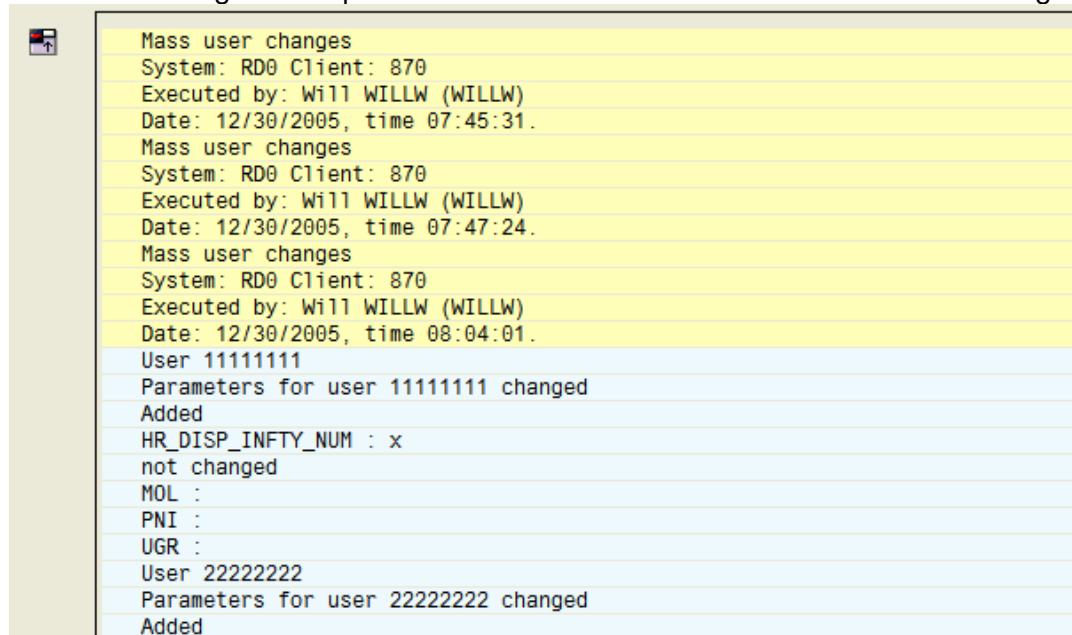
8. Click "Yes".




9. Upon successful update Log Display will appear. The view who/what was changed, click  'Expand'.




10. Continue clicking  to expand the detail further. You can now review the changes that were made.



## Lock/Unlock SAP UserID (SU01)

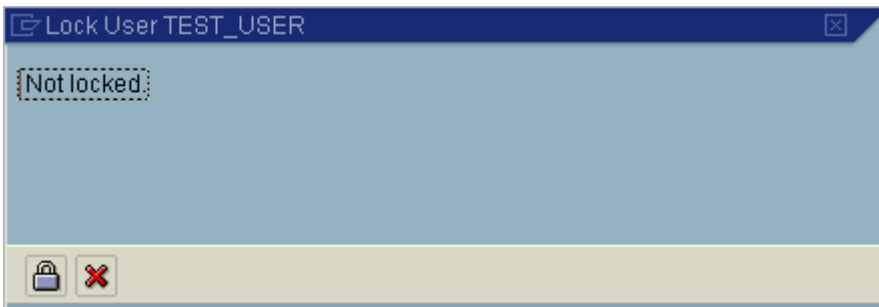
1. Enter transaction '**SU01**' (/nSU01) to lock or unlock a UserID
2. Enter the UserID (Personnel Number, **including** leading zeroes) that needs to be locked or unlocked into the 'User' field. In this example it is '11111111'. Click  'Lock/Unlock' button.

### *User Maintenance: Initial Screen*



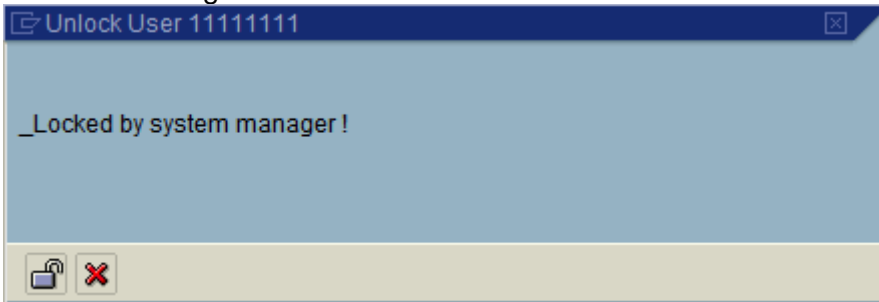
The screenshot shows the 'User Maintenance: Initial Screen' in SAP. At the top, there is a toolbar with several icons; the lock/unlock icon (a padlock) is circled in red. Below the toolbar, there are two input fields. The first field is labeled 'User' and contains the text '11111111'. To the right of this field is a small icon of a padlock. The second field is labeled 'Alias' and is currently empty.

3. A screen indicating the Lock Status of the User will appear.
  - a. If the user is 'Not Locked':



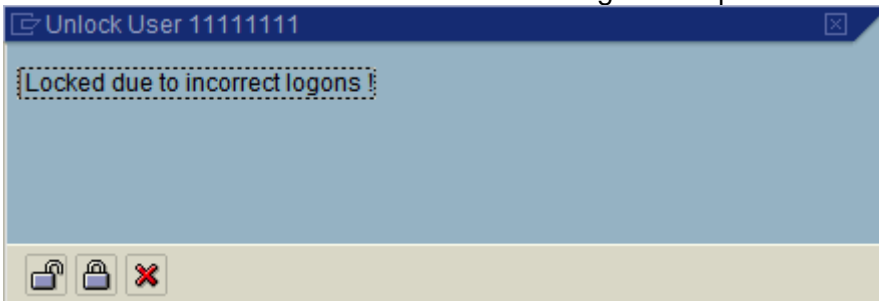
The screenshot shows a dialog box titled 'Lock User TEST\_USER'. The main area of the dialog contains the text 'Not locked.' in a dashed box. At the bottom of the dialog, there are two icons: a padlock and a red 'X'.

- b. If the user has been locked by the System Manager, there may be a specific reason, research before unlocking:



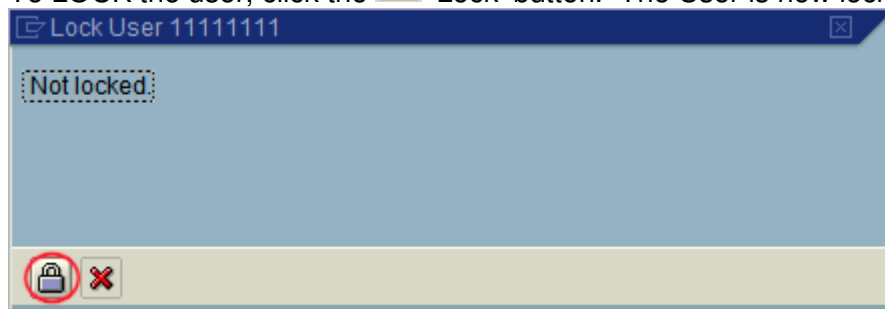
The screenshot shows a dialog box titled 'Unlock User 11111111'. The main area of the dialog contains the text '\_Locked by system manager !' in a dashed box. At the bottom of the dialog, there are two icons: a padlock and a red 'X'.

- c. If the user has been locked due to incorrect login attempts:

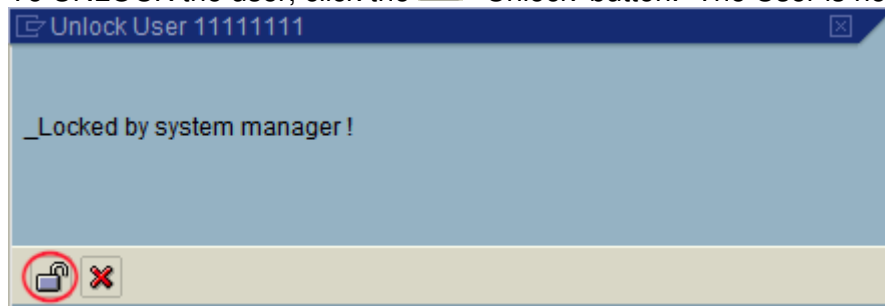


The screenshot shows a dialog box titled 'Unlock User 11111111'. The main area of the dialog contains the text 'Locked due to incorrect logons !' in a dashed box. At the bottom of the dialog, there are three icons: a padlock, a padlock with a red 'X', and a red 'X'.

4. To LOCK the user, click the  'Lock' button. The User is now locked.



5. To UNLOCK the user, click the  'Unlock' button. The User is now unlocked.



## Mass UserID Lock/Unlock (SU10)

1. Enter transaction '**SU10**' (/nSU10) to lock or unlock multiple UserIDs
2. Select the Users to be Locked/Unlocked.

### **Option 1 – Enter the users manually**

- a. Enter the UserIDs (**including** leading zeroes) manually into the User Field

#### *User Maintenance: Mass Changes Initial Screen*

User	Full Name
11111111	
11111112	
11111113	
11111114	
11111115	


### **Option 2 – Select Users from a list**

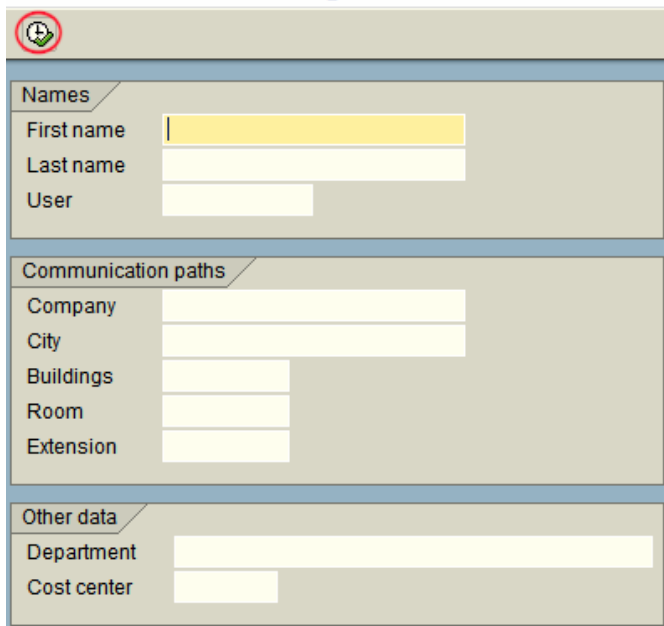
- a. Click Address data button

#### *User Maintenance: Mass Changes Initial Screen*

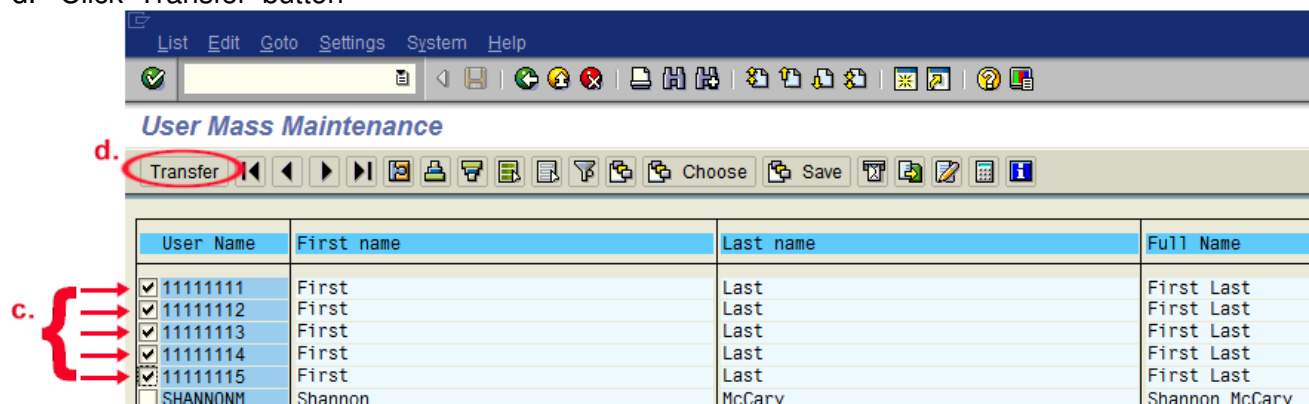
User selection

Address data Authorization data

- b. Leave the fields blank and click  'Execute" (F8)  
*Select User According to Address*

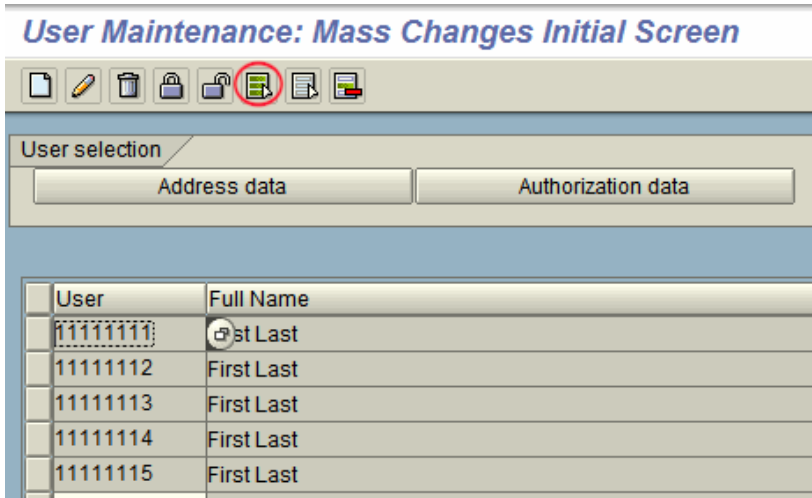


- c. Select the Users to Lock/Unlock  
 d. Click 'Transfer' button



User Name	First name	Last name	Full Name
<input checked="" type="checkbox"/> 11111111	First	Last	First Last
<input checked="" type="checkbox"/> 11111112	First	Last	First Last
<input checked="" type="checkbox"/> 11111113	First	Last	First Last
<input checked="" type="checkbox"/> 11111114	First	Last	First Last
<input checked="" type="checkbox"/> 11111115	First	Last	First Last
<input type="checkbox"/> SHANNONM	Shannon	McCarv	Shannon McCarv


- e. Click  to Select All Users

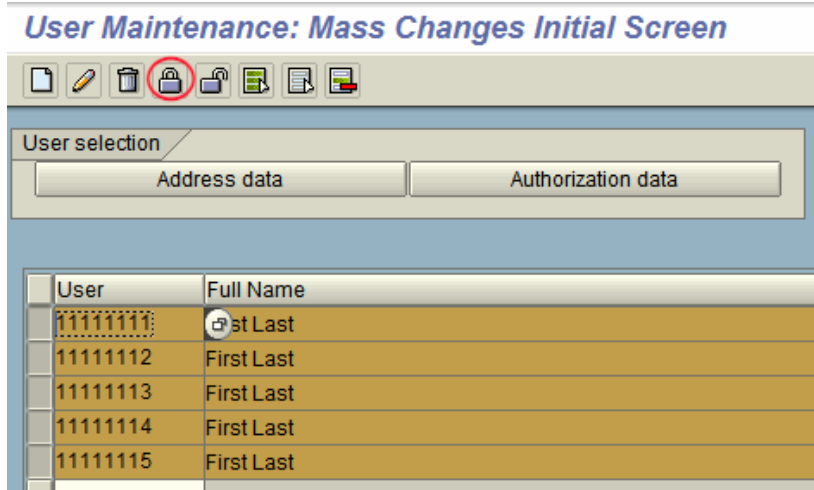


User	Full Name
11111111	First Last
11111112	First Last
11111113	First Last
11111114	First Last
11111115	First Last

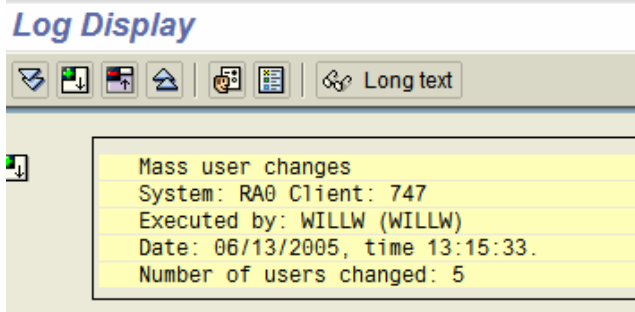


### 3. To LOCK Selected Users

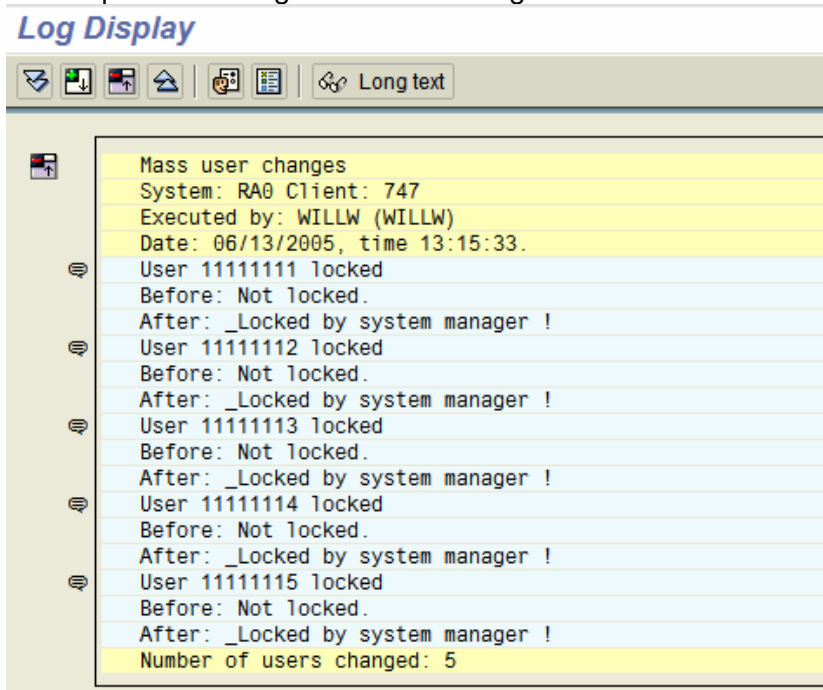
- a. Click  to Lock all the Users selected



- b. A log screen similar to the one below will appear. Click  'Expand All' button



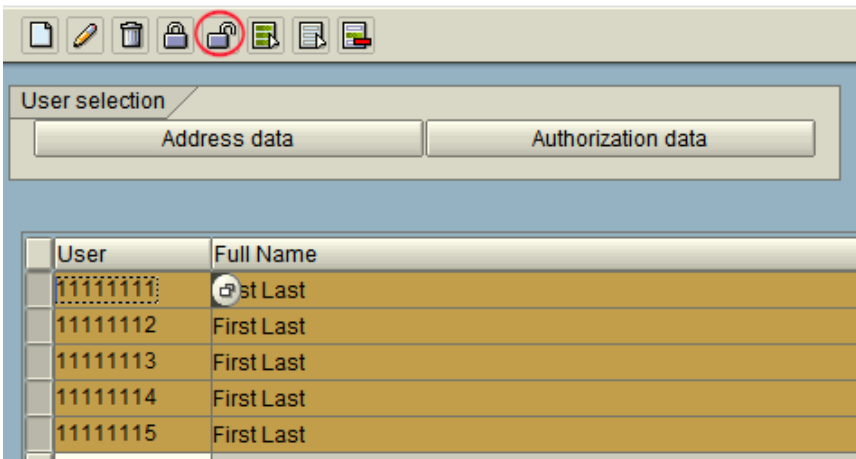
- c. This expanded view gives a detailed log of each user that was locked.



#### 4. To UNLOCK Selected Users


- a. Click  to Unlock selected UserIDs

##### *User Maintenance: Mass Changes Initial Screen*

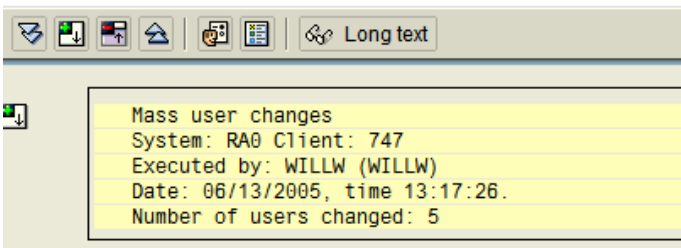


The screenshot shows the 'User Maintenance: Mass Changes Initial Screen'. At the top, there is a toolbar with icons for file operations and a red circle around the 'Unlock' icon (a padlock with a slash). Below the toolbar is a 'User selection' section with two tabs: 'Address data' and 'Authorization data'. The main area is a table with two columns: 'User' and 'Full Name'. The first row is highlighted in yellow and has a small lock icon in the 'User' column.

User	Full Name
11111111	First Last
11111112	First Last
11111113	First Last
11111114	First Last
11111115	First Last

- b. A log screen similar to the one below will appear. Click  'Expand All' button

##### *Log Display*

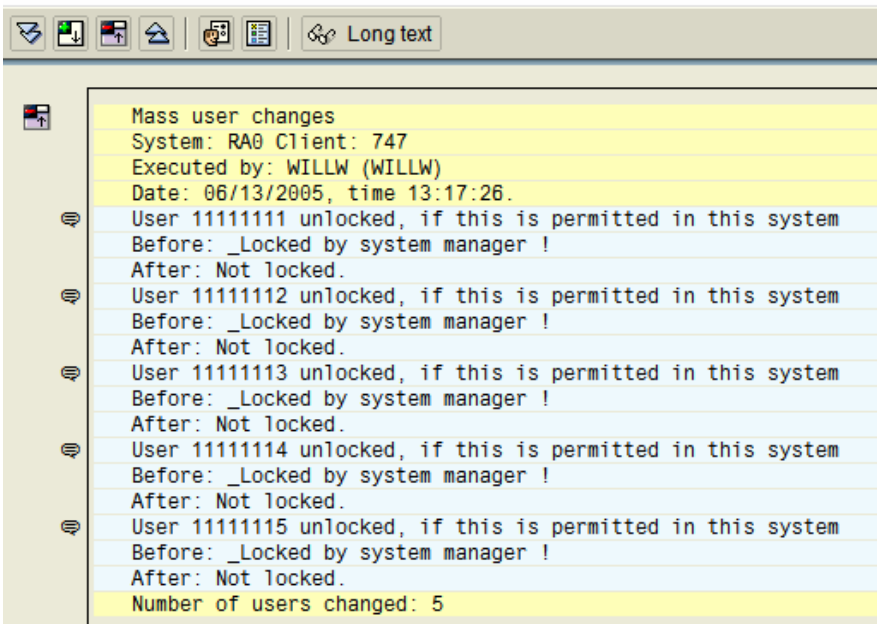


The screenshot shows the 'Log Display' screen. It has a toolbar with icons for file operations and a 'Long text' button. The main area is a yellow box containing the following text:

```
Mass user changes
System: RA0 Client: 747
Executed by: WILLW (WILLW)
Date: 06/13/2005, time 13:17:26.
Number of users changed: 5
```

- c. This expanded view gives a detailed log of each user that was unlocked.

##### *Log Display*





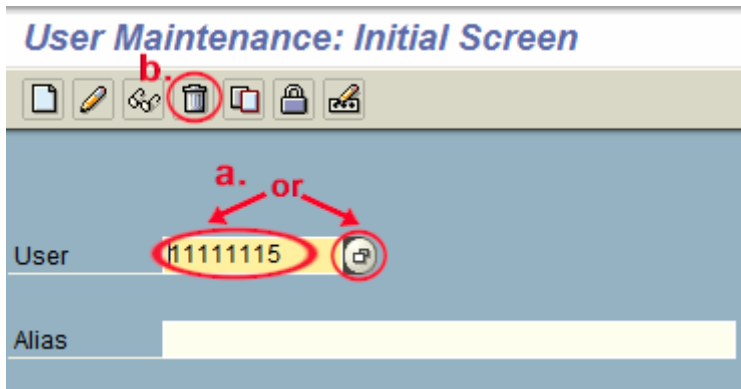
The screenshot shows the 'Log Display' screen with the expanded view. It has a toolbar with icons for file operations and a 'Long text' button. The main area is a yellow box containing the following text:

```
Mass user changes
System: RA0 Client: 747
Executed by: WILLW (WILLW)
Date: 06/13/2005, time 13:17:26.
User 11111111 unlocked, if this is permitted in this system
Before: _Locked by system manager !
After: Not locked.
User 11111112 unlocked, if this is permitted in this system
Before: _Locked by system manager !
After: Not locked.
User 11111113 unlocked, if this is permitted in this system
Before: _Locked by system manager !
After: Not locked.
User 11111114 unlocked, if this is permitted in this system
Before: _Locked by system manager !
After: Not locked.
User 11111115 unlocked, if this is permitted in this system
Before: _Locked by system manager !
After: Not locked.
Number of users changed: 5
```

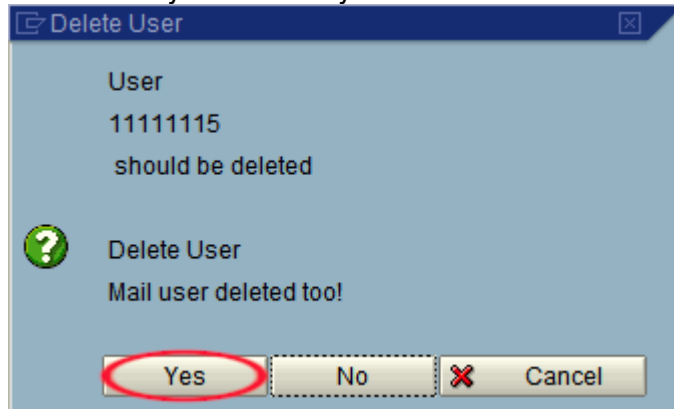
## Delete SAP UserID (SU01)

**NOTE:** Since implementation of Release 2 ESS (Employee Self Service) and ERecruiting, it is highly unlikely you would ever delete a UserID from R3/HRMS. That said, the following steps are provided for your information.


1. Enter transaction '**SU01**' (/nSU01) to delete a UserID
2. You will need to enter the UserID to delete; **NOTE:** Be sure to check this individual's BW UserID; if the only role assigned in R3 is the structural authorization data profile, the BW UserID should also be deleted.
  - a. Enter the UserID (Personnel Number, **including** leading zeroes ) into the 'User' field. In this example it is '11111115'. To search for the User, click  to search and select the User.
  - b. Click  'Delete' button or Shift + F2



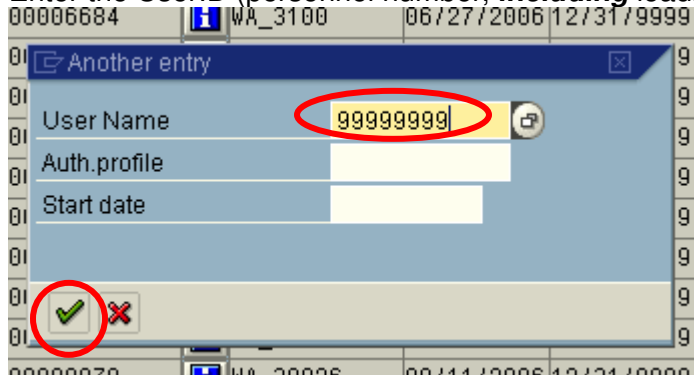
3. Click 'Yes' if you are sure you want to delete the User. The User is now deleted.



- You also need to remove corresponding entries from the T77UA User Authorization table for deleted SAP UserIDs. Enter transaction OOSB (/nOOSB). The UserIDs are displayed in numerical order.

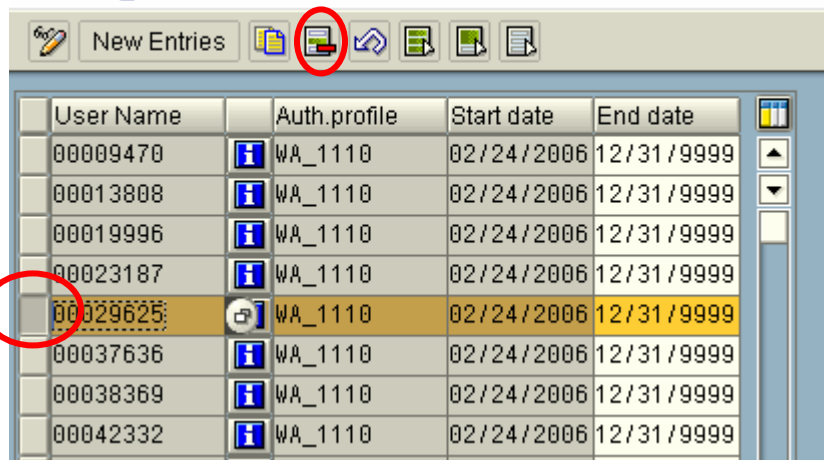
- To locate an entry, click  at the bottom of your screen.

- Enter the UserID (personnel number, **including** leading zeroes, and click the green check.



- Click box to the left of the UserID, and click  to delete the entry. Repeat for all entries for this UserID that are associated with the user's access in your agency/personnel area.

### Change View "User Authorizations": Overview



	User Name	Auth.profile	Start date	End date
<input type="checkbox"/>	00009470	WA_1110	02/24/2006	12/31/9999
<input type="checkbox"/>	00013808	WA_1110	02/24/2006	12/31/9999
<input type="checkbox"/>	00019996	WA_1110	02/24/2006	12/31/9999
<input type="checkbox"/>	00023187	WA_1110	02/24/2006	12/31/9999
<input checked="" type="checkbox"/>	00029625	WA_1110	02/24/2006	12/31/9999
<input type="checkbox"/>	00037636	WA_1110	02/24/2006	12/31/9999
<input type="checkbox"/>	00038369	WA_1110	02/24/2006	12/31/9999
<input type="checkbox"/>	00042332	WA_1110	02/24/2006	12/31/9999

- You will see  Number of deleted entries: 1 in the status area.

## Mass UserID Deletion (SU10)

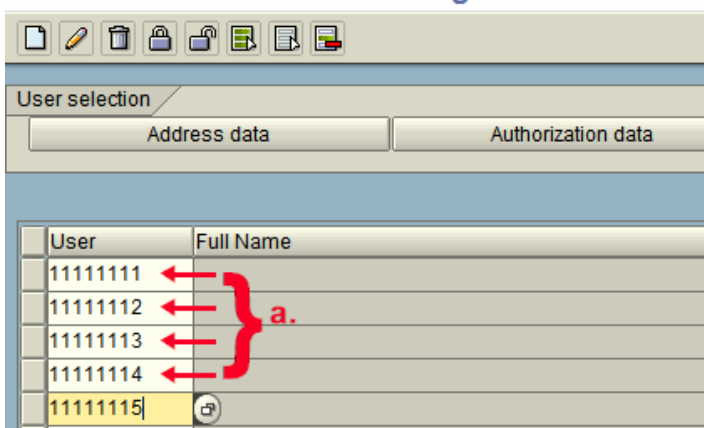
**NOTE:** Since implementation of Release 2 ESS (Employee Self Service) and ERecruiting, it is highly unlikely you would ever mass delete UserIDs from R3/HRMS. That said, the following steps are provided for your information.

1. Enter transaction '**SU10**' (/nSU10) to delete multiple UserIDs.
2. Select the Users to be deleted; **NOTE:** Be sure to check the corresponding BW UserIDs; if the only role assigned in R3 is the structural authorization data profile, the corresponding BW UserIDs should also be deleted.

### ***Option 1 – Enter the users manually***

- a. Enter the UserIDs (***including*** leading zeroes) manually into the User Field

#### ***User Maintenance: Mass Changes Initial Screen***



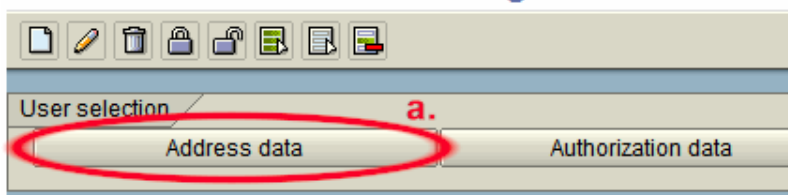
The screenshot shows the 'User selection' tab of the 'User Maintenance: Mass Changes Initial Screen'. It features two buttons: 'Address data' and 'Authorization data'. Below these is a table with columns 'User' and 'Full Name'. The 'User' column contains the following values: 11111111, 11111112, 11111113, 11111114, and 11111115. Red arrows point to each of these User IDs, and a red bracket labeled 'a.' groups them, indicating manual entry.

User	Full Name
11111111	
11111112	
11111113	
11111114	
11111115	


### ***Option 2 – Select Users from a list***

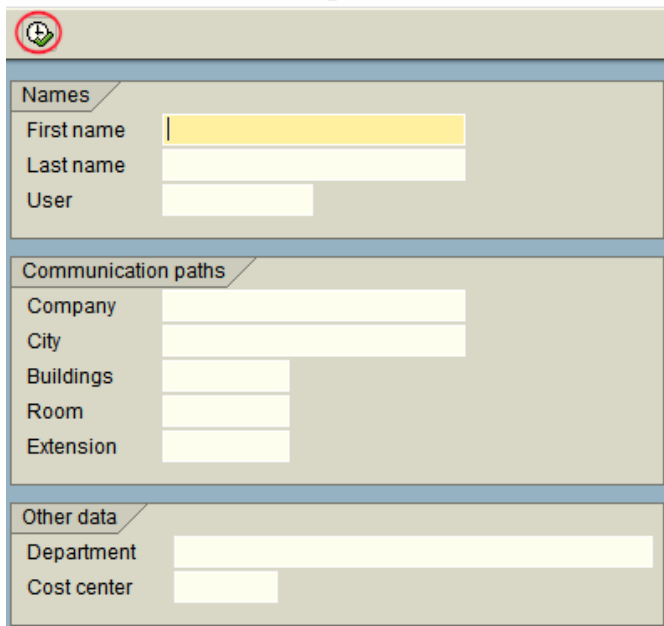
- a. Click Address data button

#### ***User Maintenance: Mass Changes Initial Screen***

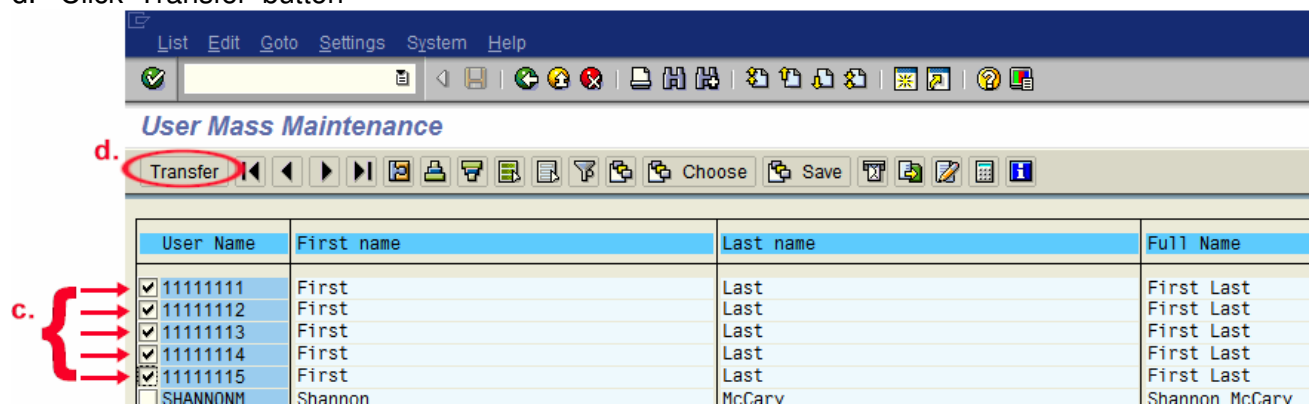


The screenshot shows the 'User selection' tab of the 'User Maintenance: Mass Changes Initial Screen'. The 'Address data' button is circled in red, and a red 'a.' is placed next to it, indicating the selection of users from a list.

- b. Leave the fields blank and click  'Execute" (F8)  
*Select User According to Address*

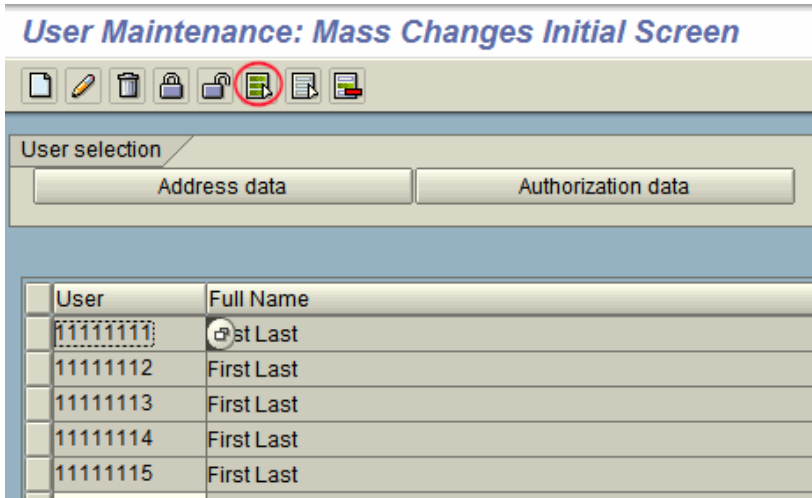


- c. Select the Users to Lock/Unlock  
d. Click 'Transfer' button



User Name	First name	Last name	Full Name
<input checked="" type="checkbox"/> 11111111	First	Last	First Last
<input checked="" type="checkbox"/> 11111112	First	Last	First Last
<input checked="" type="checkbox"/> 11111113	First	Last	First Last
<input checked="" type="checkbox"/> 11111114	First	Last	First Last
<input checked="" type="checkbox"/> 11111115	First	Last	First Last
SHANNONM	Shannon	McCarv	Shannon McCarv

- e. Click  to Select All Users



*User Maintenance: Mass Changes Initial Screen*

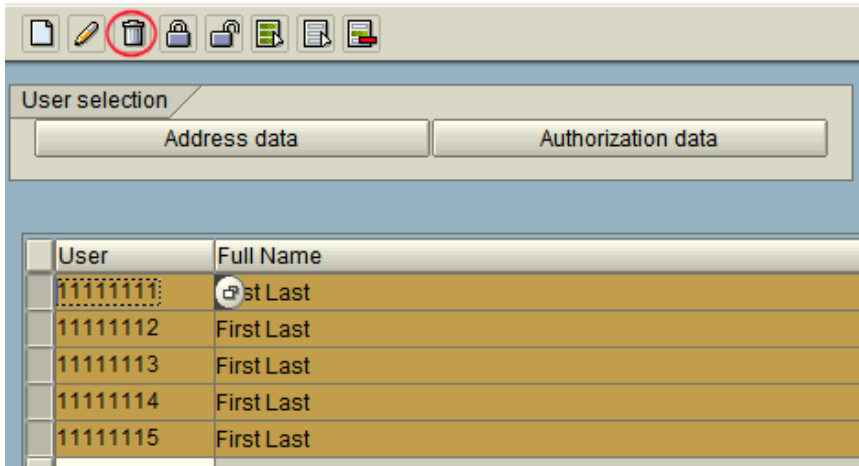
User selection

Address data      Authorization data

User	Full Name
11111111	First Last
11111112	First Last
11111113	First Last
11111114	First Last
11111115	First Last

3. Click  or Shift + F2

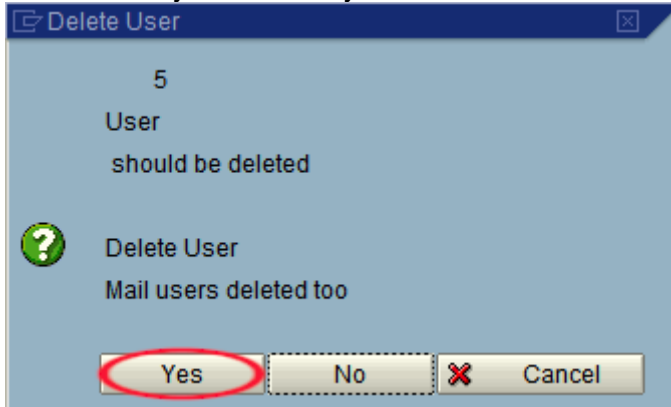
### User Maintenance: Mass Changes Initial Screen



The screenshot shows the 'User Maintenance: Mass Changes Initial Screen'. At the top, there is a toolbar with icons for file operations. Below the toolbar, there are two tabs: 'User selection' (active) and 'Address data'. Under 'User selection', there are two buttons: 'Address data' and 'Authorization data'. Below these, there is a table with two columns: 'User' and 'Full Name'. The table contains five rows of data.

User	Full Name
11111111	First Last
11111112	First Last
11111113	First Last
11111114	First Last
11111115	First Last

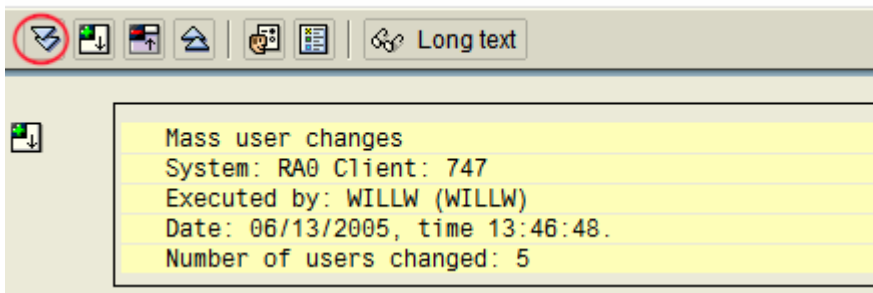
4. Click 'Yes' if you are sure you want to delete the Users. The Users are now deleted.



The screenshot shows a 'Delete User' dialog box. It has a title bar with a close button. The main text area contains the number '5' followed by 'User should be deleted'. Below this, there is a green question mark icon followed by the text 'Delete User' and 'Mail users deleted too'. At the bottom, there are three buttons: 'Yes' (highlighted with a red circle), 'No', and 'Cancel'.

5. A log screen similar to the one below will appear. Click  'Expand All' button

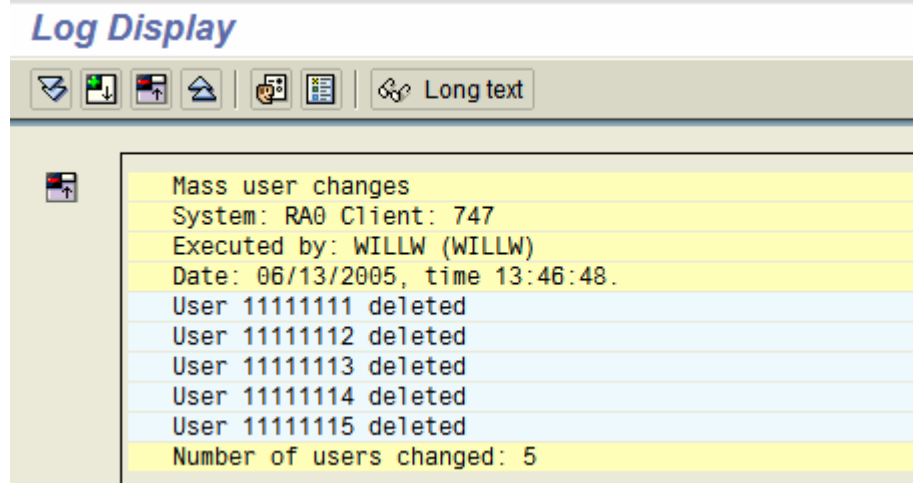
### Log Display



The screenshot shows the 'Log Display' screen. It has a toolbar with icons for file operations and a 'Long text' button. Below the toolbar, there is a list box with a downward arrow icon. The list box contains the following text:



```
Mass user changes
System: RAO Client: 747
Executed by: WILLW (WILLW)
Date: 06/13/2005, time 13:46:48.
Number of users changed: 5
```

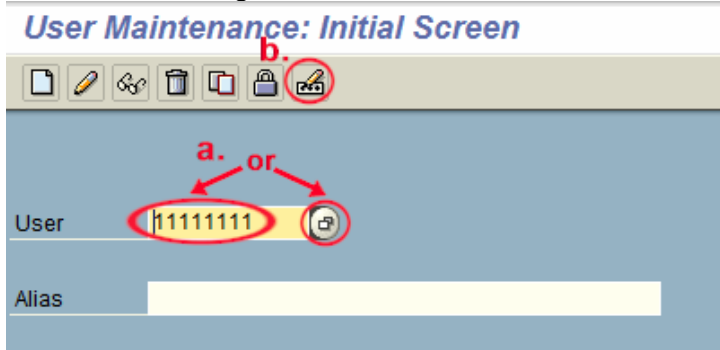
6. This expanded view gives a detailed log of each user that was deleted.




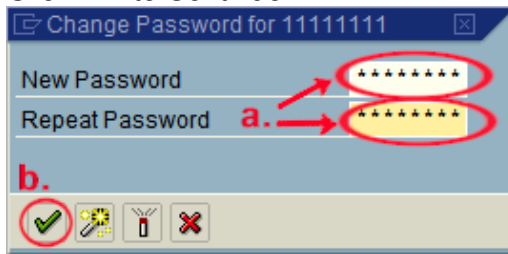


## Reset SAP Password (SU01)

1. Enter transaction '**SU01**' (/nSU01) to reset an SAP password
2. Enter the UserID for which you are re-setting the SAP password.
  - a. Enter the UserID (Personnel Number, **including** leading zeroes) into the 'User' field. In this example it is '11111111'. To search for the User, click  to search and select the User.
  - b. Click  to Change Password or Shift + F8

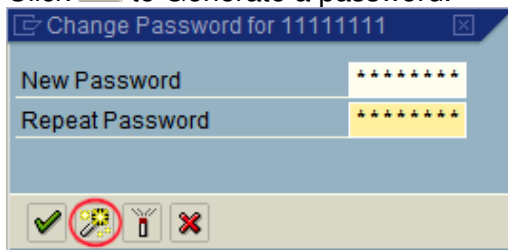


3. Enter the new password **Manually** or use the **Wizard to Generate** a new password
  - Option 1 – Enter new password Manually**
    - a. Enter the new password and repeat for verification (Hardened password standards apply; passwords must contain at least one letter, one number, one special character and be at least six characters)
    - b. Click  to Continue

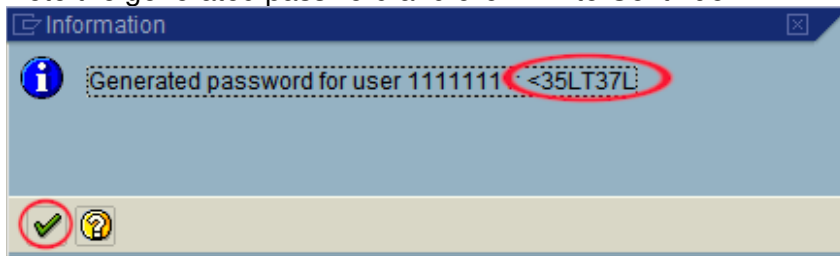



### **Option 2 – Use the Wizard to Generate a new password**

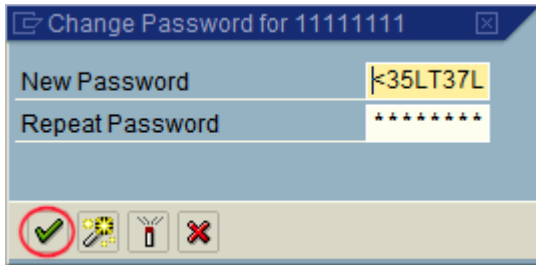
- a. Click  to Generate a password.



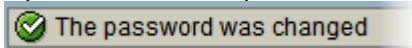
- b. Note the generated password and click  to Continue



- c. Click  to continue



4. Upon successful update the following message will be displayed. Notify User of new password.



BW

## Role Based Security Setup

## Create SAP UserID (SU01)

**All BW Users must first have an R3/HRMS UserID established; structural authorizations are transferred on a nightly basis from R3 to BW to secure reporting. Due to overnight processing, BW UserIDs will not have access to data until the next business day.**


**Additionally, SSO BW Users will need UserID & password to display query results on the web only. The initial password should NOT be changed by the user; if that occurs, the user should contact the agency Security UserID administrator to re-generate the initial password, and the BW User should always use the SSO button on the SAP GUI logon pad when accessing BW.**

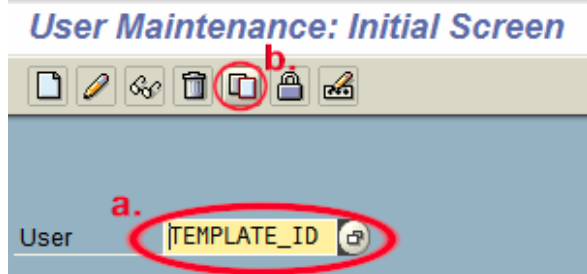
### **Specific Role Assignments for R3/HRMS:**

- **For those users that do not have other access to R3, an R3/HRMS UserID must be established, and their position will only be assigned a structural authorization Data Profile Role (example - SR3P\_XXXX\_DATA\_PROFILE, where XXXX is your personnel area) in R3/HRMS.**

#### Prerequisites:

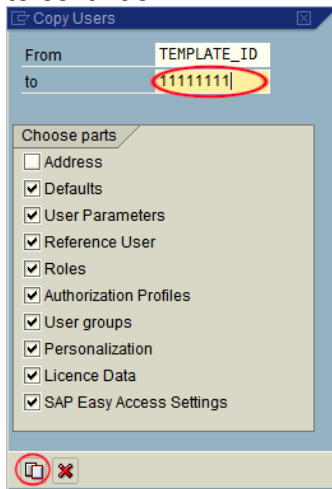
- ✓ UserID is created in R3/HRMS
- ✓ Roles assigned to Position in R3/HRMS, including the structural authorization data profile role noted above.

1. Log into BP0 (Production Business Warehouse); enter transaction '**SU01**' (/nSU01) to create SAP UserID
2. Copy the Template UserID to create the new UserID.
  - a. Enter TEMPLATE\_ID in the 'User' field.
  - b. Click  to COPY the Template UserID.



**Note: The TEMPLATE\_ID UserID was created to assist in the creation of new UserIDs. This ID contains basic default settings needed by all UserIDs. There are several fields that will require changes after the copy step is performed and before the UserID will be useable in the system.**

3. Enter the new UserID (Personnel number, **including** leading zeroes) in the “to” field, and click  to continue.




The image shows a 'Copy Users' dialog box. At the top, there is a 'From' field containing 'TEMPLATE\_ID' and a 'to' field containing '11111111'. The 'to' field is circled in red. Below these fields is a section titled 'Choose parts' with a list of checkboxes. The checked items are: Defaults, User Parameters, Reference User, Roles, Authorization Profiles, User groups, Personalization, Licence Data, and SAP Easy Access Settings. At the bottom left, there is a red circle with a white 'X' over a copy icon.

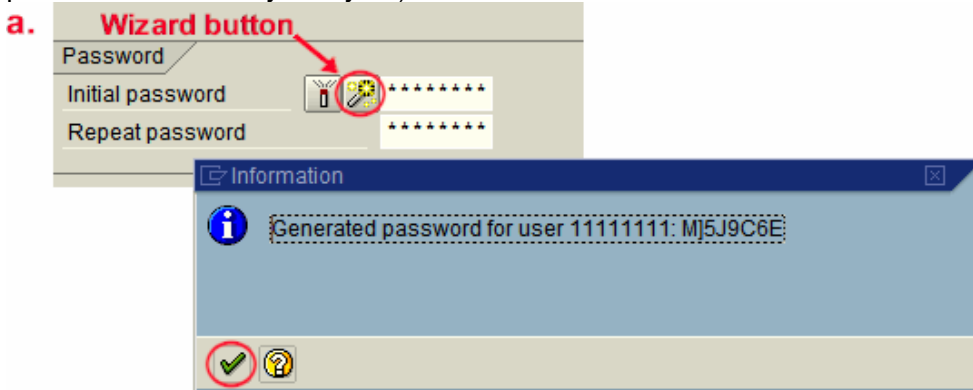
Field	Value
From	TEMPLATE_ID
to	11111111

**Choose parts**

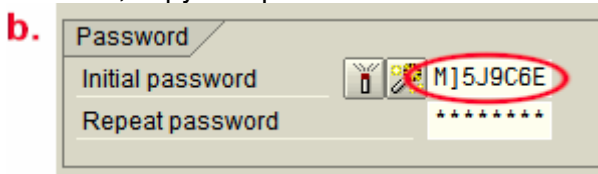
- ☐ Address
- ☒ Defaults
- ☒ User Parameters
- ☒ Reference User
- ☒ Roles
- ☒ Authorization Profiles
- ☒ User groups
- ☒ Personalization
- ☒ Licence Data
- ☒ SAP Easy Access Settings


4. From the 'Logon data' tab, update the following:

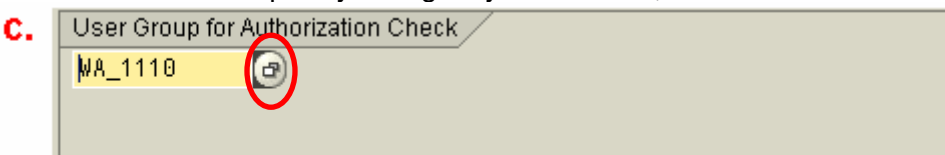
- a. Click on the password Wizard button, and an initial password will be generated. Click  to continue. Note that 'hardened' password standards apply (i.e. must contain at least 1 letter, 1 number and 1 special character, and must be at least six bytes long. System generated passwords are always 8 bytes).



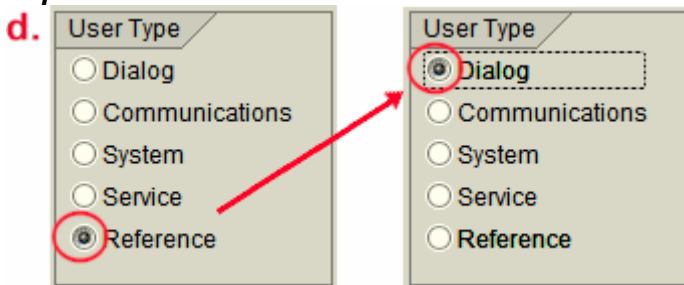
- b. The generated password will appear in the 'Initial password' field. Make note of the password or select, copy and paste it for distribution to the BW User.



- c. Enter the User Group for your Agency. To search, click  to search for your User Group.



- d. If not already checked, change the User Type from 'Reference' to 'Dialog' - **this is very important as the UserID will not work unless 'Dialog' is checked.**



5. Select the 'Address' tab, enter user's first and last name and any other desired information and press enter when complete. (The 'Last name' field defaults to the UserID)

The screenshot shows a software interface with a tabbed menu at the top: Address, Logon data, SNC, Defaults, Parameters, Roles, and Profiles. The 'Address' tab is selected. Below the tabs, there are two main sections: 'Person' and 'Communication'.

**Person Section:**

- Title: [Empty text field]
- Last name: 11111111 (with a red arrow pointing to it)
- First name: [Empty text field] (with a red arrow pointing to it)
- Academic Title: [Empty text field]
- Format: 11111111
- Function: [Empty text field]
- Department: [Empty text field]
- Room Number: [Empty text field]
- Floor: [Empty text field]
- Building: [Empty text field]

**Communication Section:**

- Language: [Empty text field]
- Telephone: [Empty text field]
- Mobile Phone: [Empty text field]
- Fax: [Empty text field]
- E-Mail: [Empty text field]
- Comm. Meth: [Empty text field]

At the bottom of the 'Communication' section, there is a button labeled 'Other communication...'. Below the 'Communication' section, there are two buttons: 'Assign other company address...' and 'Assign new company address...'.



6. Click 'Defaults' tab. If you did **not** copy this UserID from 'Template\_ID', ensure the following fields are filled as shown:

Address Logon data SNC Defaults Parameters Roles

Start menu

Logon Language EN

Spool Control

OutputDevice LOCL

☐ Output Immediately

☐ Delete After Output

Decimal Notation

☐ 1.234.567,89

☒ 1 234,567.89

☐ 1 234 567,89

Date Format

☐ DD.MM.YYYY

☒ MM/DD/YYYY

☐ MM-DD-YYYY

☐ YYYY.MM.DD

☐ YYYY/MM/DD

☐ YYYY-MM-DD

Personal Time Zone

of the User PST

Sys. time zone PST

CATT

☐ Check Indicator

7. Click 'LicenceData' tab.
- a. Click right arrow until the 'LicenceData' tab appears (it is currently the last tab)

Parameters Roles Profiles

- b. Verify the Contractual User Type is 'mySAP HR Professional'.

Parameters Roles Profiles Groups Personalization LicenceData

Contractual User Type

mySAP HR Professional

Country Surcharge

%



8. Click  to save when finished.

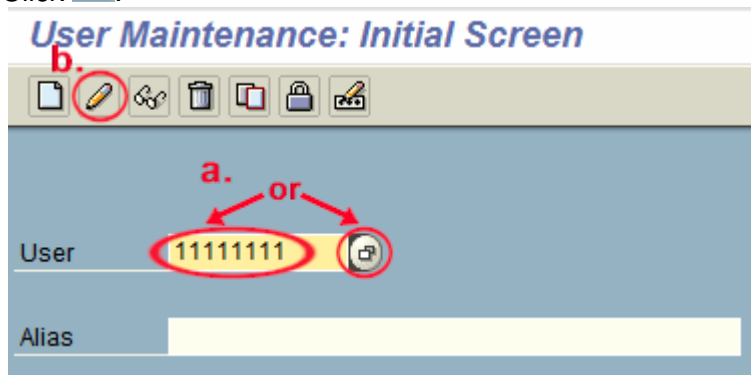
## Assign Roles to UserIDs (SU01)


**Note:** To assign roles using this method, both R3/HRMS and BW UserIDs must be created first. Users may also be assigned to roles by following the steps for Assign UserIDs to Roles (PFCG). For assigning multiple users, Mass UserID Maintenance (SU10) can also be used.

### Roles for BW UserIDs

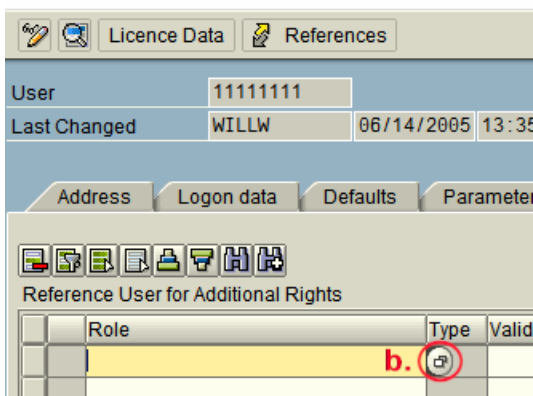
- BW “end users” need:
  - SBWP\_XXXX\_END\_USER (where ‘XXXX’ is your personnel area)
  - SBWP\_XXXX\_WBWT (where ‘XXXX’ is your personnel area; agency Workbk/Web template)
  - SBWP\_DE\_SOW\_WBWT (State of Washington Workbk/Web template), **and one OR both**
  - SBWP\_DE\_FI\_R1\_ICUBE\_ONLY (Financial “cube”)
  - SBWP\_DE\_HR\_R1\_ICUBE\_ONLY (HR “cube”)
- BW “power users” need:
  - SBWP\_XXXX\_POWER\_USER (where ‘XXXX’ is your personnel area)
  - SBWP\_XXXX\_WBWT (where ‘XXXX’ is your personnel area; agency Workbk/Web template)
  - SBWP\_DE\_SOW\_WBWT (State of Washington Workbk/Web template), **and one OR both**
  - SBWP\_DE\_FI\_R1\_ICUBE\_ONLY (Financial “cube”)
  - SBWP\_DE\_HR\_R1\_ICUBE\_ONLY (HR “cube”)


1. Log into BP0 (Production Business Warehouse); enter transaction ‘**SU01**’ (/nSU01) to Assign a Role(s) to UserID(s)
2. Enter/Search for the UserID.
  - a. Enter the UserID (Personnel Number, **including** leading zeroes) into the ‘User’ field. In this example it is ‘11111111’. To search for the User, click  to search and select the User.
  - b. Click .

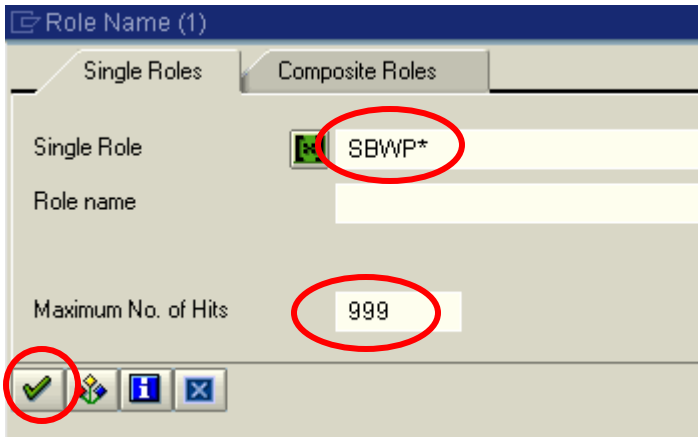



3. Click 'Roles' tab, enter the Role name.
  - a. If you know the role, type it in the first empty cell and press enter.
  - b. To search for the Role, click  to search.

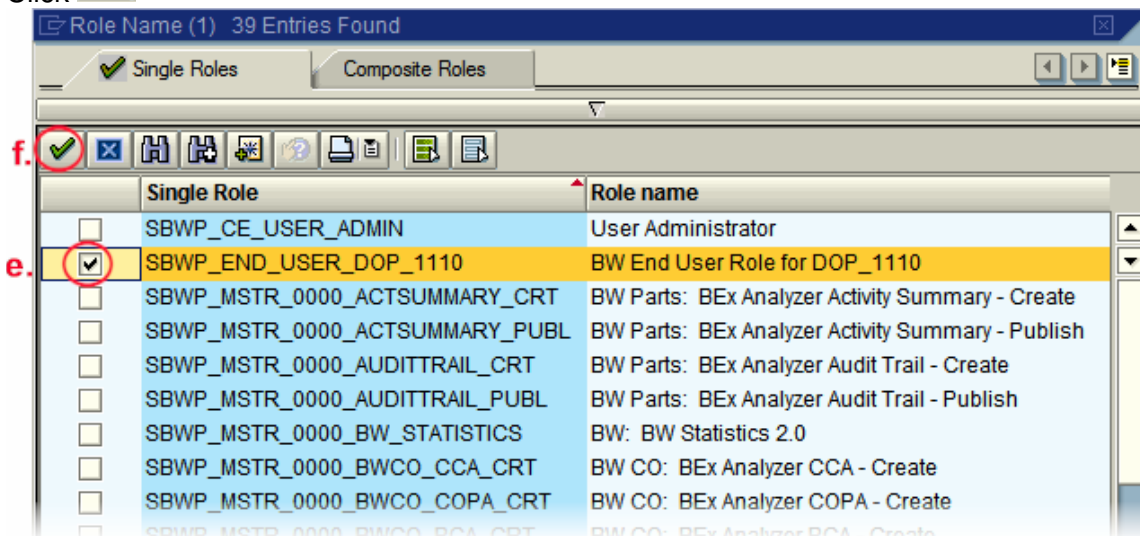
#### Maintain User



- c. Enter SBWP\* in the 'Single Role' field, and update "Maximum no. of hits" to 999
- d. Click  to Start Search



- e. Select the role(s)
- f. Click 



Single Role	Role name
<input type="checkbox"/> SBWP_CE_USER_ADMIN	User Administrator
<input checked="" type="checkbox"/> SBWP_END_USER_DOP_1110	BW End User Role for DOP_1110
<input type="checkbox"/> SBWP_MSTR_0000_ACTSUMMARY_CRT	BW Parts: BEx Analyzer Activity Summary - Create
<input type="checkbox"/> SBWP_MSTR_0000_ACTSUMMARY_PUBL	BW Parts: BEx Analyzer Activity Summary - Publish
<input type="checkbox"/> SBWP_MSTR_0000_AUDITTRAIL_CRT	BW Parts: BEx Analyzer Audit Trail - Create
<input type="checkbox"/> SBWP_MSTR_0000_AUDITTRAIL_PUBL	BW Parts: BEx Analyzer Audit Trail - Publish
<input type="checkbox"/> SBWP_MSTR_0000_BW_STATISTICS	BW: BW Statistics 2.0
<input type="checkbox"/> SBWP_MSTR_0000_BWCO_CCA_CRT	BW CO: BEx Analyzer CCA - Create
<input type="checkbox"/> SBWP_MSTR_0000_BWCO_COPA_CRT	BW CO: BEx Analyzer COPA - Create

- g. Repeat to add any additional roles.



4. Click  to save.

## Assign UserIDs to Roles (PFCG)

**Note:** To assign roles using this method, both R3/HRMS and BW UserIDs must be created first. Users may also be assigned to roles by following the steps for Assign Roles to UserIDs (SU01). For assigning multiple users, Mass UserID Maintenance (SU10) can also be used.

### Roles for BW UserIDs

- BW “end users” need:
  - SBWP\_XXXX\_END\_USER (where ‘XXXX’ is your personnel area)
  - SBWP\_XXXX\_WBWT (where ‘XXXX’ is your personnel area; agy Workbk/Web template)
  - SBWP\_DE\_SOW\_WBWT (State of Washington Workbk/Web template), **and one OR both**
  - SBWP\_DE\_FI\_R1\_ICUBE\_ONLY (Financial “cube”)
  - SBWP\_DE\_HR\_R1\_ICUBE\_ONLY (HR “cube”)
- BW “power users” need:
  - SBWP\_XXXX\_POWER\_USER (where ‘XXXX’ is your personnel area)
  - SBWP\_XXXX\_WBWT (where ‘XXXX’ is your personnel area; agency Workbk/Web template)
  - SBWP\_DE\_SOW\_WBWT (State of Washington Workbk/Web template), **and one OR both**
  - SBWP\_DE\_FI\_R1\_ICUBE\_ONLY (Financial “cube”)
  - SBWP\_DE\_HR\_R1\_ICUBE\_ONLY (HR “cube”)


1. Log into BP0 (Production Business Warehouse); enter transaction ‘**PFCG**’ (/nPFCG) to Assign a UserID(s) to Role(s)
2. Enter the role name or search for the role.
  - a. If you know the technical role name, enter it in the ‘Role’ field, click  and skip to step3.
  - b. To search for the Role, click .

**Role Maintenance**

Transactions

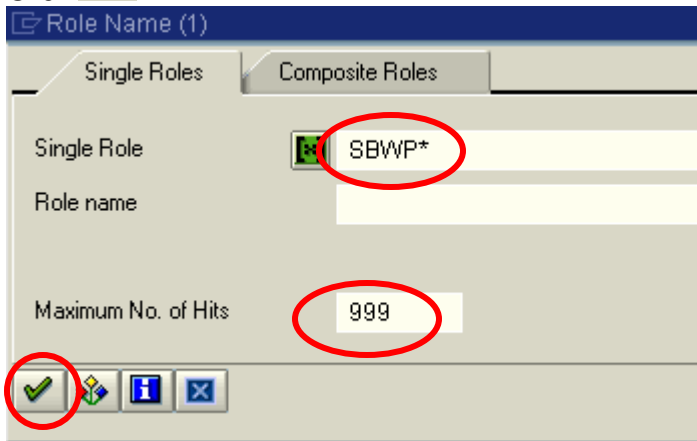
Role

Name

**b.** 

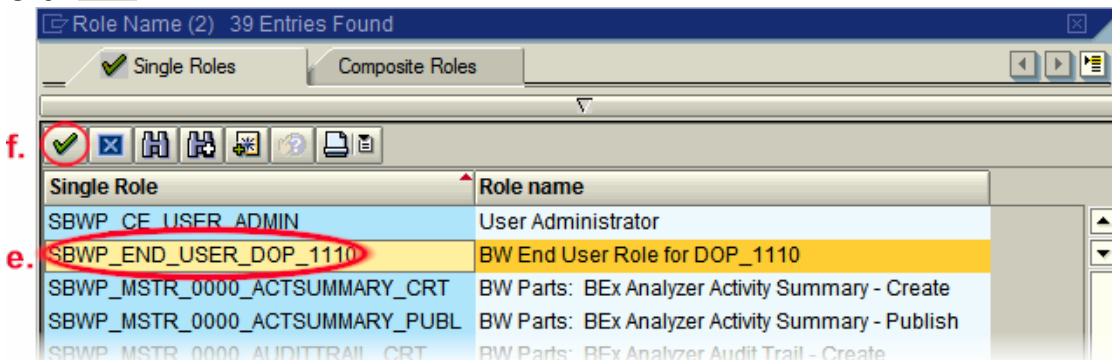
c. Enter SBWP\* in the 'Single Role' field, and update "Maximum no. of hits" to 999

d. Click 

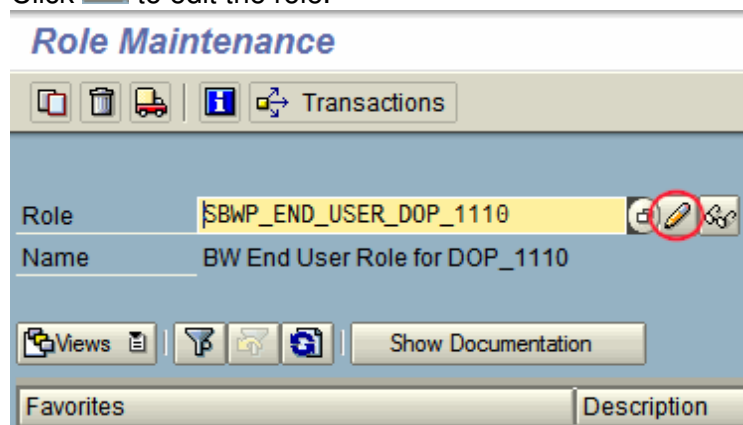



e. Click on the role (it will be highlighted)

f. Click 






3. Click  to edit the role.













4. Click 'User' tab, Enter the UserID (Personnel Number, **including** leading zeroes) into the 'User' field. In this example it is '11111111'. To search for the User, click  to search and select the User.


**Change Roles**



Other role   



Role: SBWP\_END\_USER\_DOP\_1110  
Description: BW End User Role for DOP\_1110


Description  Menu  Authorizations  **User**  MiniApps  Person


    Selection  User comparison

User ID	User name	From	to
11111111	First Last	06/14/2005	12/31/9999
			

 or 

5. Click  to save changes.
6. Click  User comparison to Compare User Master.

ns  User MiniApp

 User comparison




7. The Compare Role User Master Record window will appear, click  Complete comparison.

Compare Role User Master Record

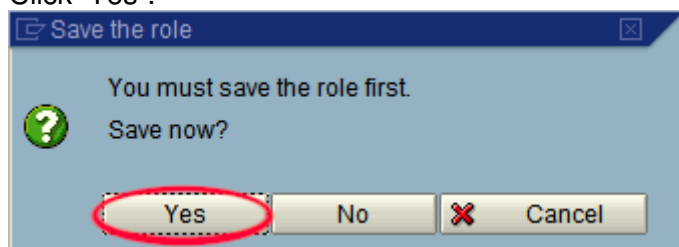
Last comparison		Complete adjustment	
User	236367	User	236367
Date	05/25/2005	Date	05/25/2005
Time	17:07:01	Time	17:07:01

Information for user master comparison

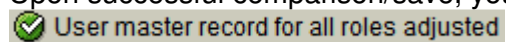
Status User assignment has changed since the last save

 Complete comparison  Information 

8. Click 'Yes'.



9. Upon successful comparison/save, you will see the following message in the status area





## Maintenance

## Mass UserID Maintenance (SU10)

**NOTE: It is recommended that new Users be created manually to ensure that all base values are set correctly. IF this process is used to create mass users, refer to the Template ID to ensure that all settings are included.**

There are many options for Mass User Maintenance, including locking of UserIDs, changing Parameters and/or Defaults, etc.

This example shows how to add parameters for multiple UserIDs.

1. Log into BP0 (Production Business Warehouse); enter transaction 'SU10' (/nSU10)
2. From the User Maintenance: Mass Changes Initial Screen, click 'Authorization data' button

### User Maintenance: Mass Changes Initial Screen

The screenshot shows a window titled 'User Maintenance: Mass Changes Initial Screen'. It has a toolbar with icons for file operations. Below the toolbar is a 'User selection' section with two buttons: 'Address data' and 'Authorization data'. The 'Authorization data' button is circled in red.

3. Search on the User Group. You can also search using any of the other options to refine the results.
  - a. Enter the 'Group for Authorization', in this example it is XYZ\_123. This would be your specific Agency's User Group.
  - b. Click

### b. Users by Complex Selection Criteria

The screenshot shows a window titled 'Users by Complex Selection Criteria'. It has a toolbar with icons for search, refresh, and other functions. Below the toolbar is a 'Selection Criteria for User' section with several fields: 'User', 'Group for Authorization', 'User Group (General)', 'Reference user', and 'User ID alias'. The 'Group for Authorization' field contains the text 'XYZ\_123' and is circled in red, with a red 'a.' label next to it.

4. Select and Transfer the Users to update
  - a. Click (Select All button) or select individual users
  - b. Click Transfer button

### a. Users by Complex Selection Criteria


The screenshot shows the 'Users by Complex Selection Criteria' window. The 'Transfer' button in the toolbar is circled in red. Below the toolbar is a table with three columns: 'User Name', 'User group', and 'Full Name'. The table contains three rows of data.

User Name	User group	Full Name
11111111	XYZ_123	first last
22222222	XYZ_123	22222222
33333333	XYZ_123	33333333









### b. Users by Complex Selection Criteria

The screenshot shows the 'Users by Complex Selection Criteria' window. The 'Transfer' button in the toolbar is circled in red. Below the toolbar is a table with three columns: 'User Name', 'User group', and 'Full Name'. The table contains three rows of data, each with a checked checkbox in the first column.

User Name	User group	Full Name
11111111	XYZ_123	first last
22222222	XYZ_123	22222222
33333333	XYZ_123	33333333

- c. Click  to Edit the Users.

**User Maintenance: Mass Changes Initial Screen**

User selection




Address data      Authorization data

User	Full Name
11111111	1 last
22222222	22222222
33333333	33333333

- d. Click 'Parameters' tab, ensure that the Add option is selected. Default parameters are shown on the Parameters tab of Template\_id.



Address   Logon data   Defaults   **Parameters**   Roles   Profiles   Groups











☒ Add  
☐ Remove



Parameter ID	Parameter value	Short Description

5. Enter the Parameter values and save changes.

- a. Enter the Parameter ID (click in the field and click  to select possible values) and enter the Parameter value.
- b. Click  to save changes.















**Mass User Changes**

 Licence Data  
  References

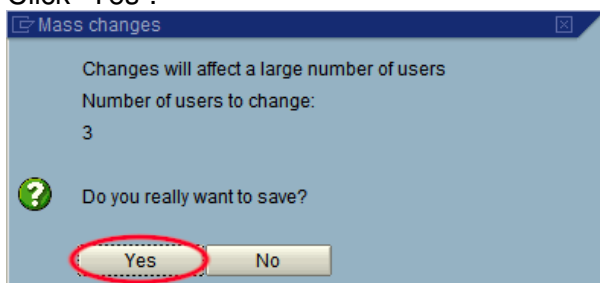
Address   Logon data   Defaults   **Parameters**   Roles   Profiles


☒ Add  
☐ Remove

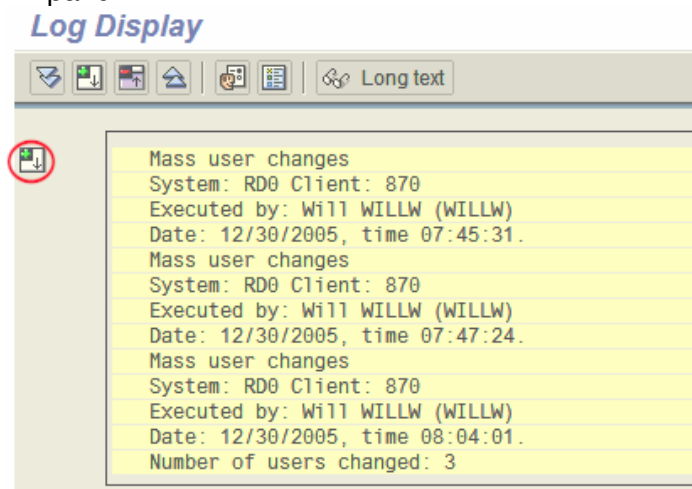





Parameter ID	Parameter value	Short Description
HR_DISP_INFITY_NUM		

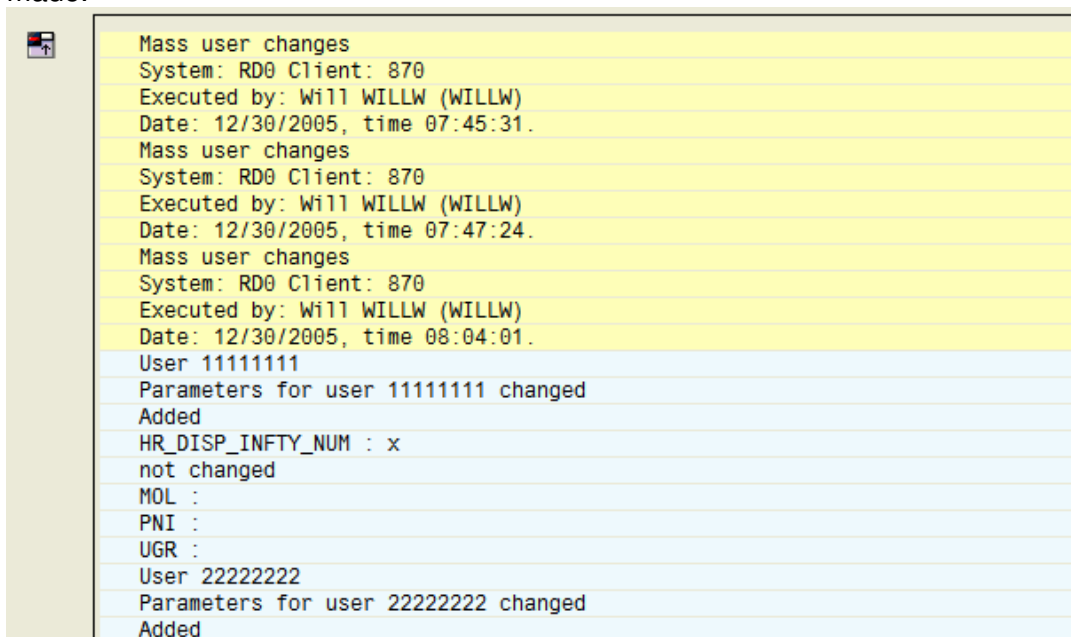
- c. Click "Yes".




- d. Upon successful update Log Display will appear. The view who/what was changed, click  'Expand'.



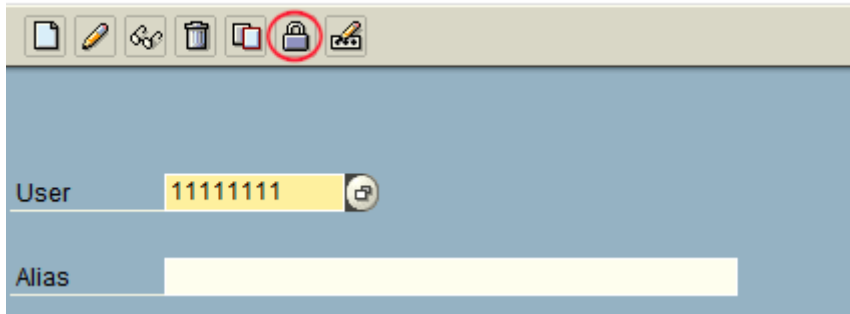
- e. Continue clicking  to expand the detail further. You can now review the changes that were made.



## Lock/Unlock SAP UserID (SU01)

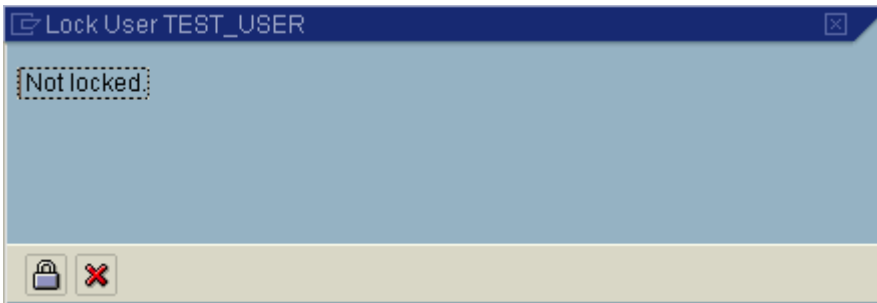
1. Log into BP0 (Production Business Warehouse); enter transaction '**SU01**' (/nSU01) to lock or unlock a UserID
2. Enter the UserID (Personnel Number, **including** leading zeroes) that needs to be locked or unlocked into the 'User' field. In this example it is '11111111'. Click  'Lock/Unlock' button.

### *User Maintenance: Initial Screen*



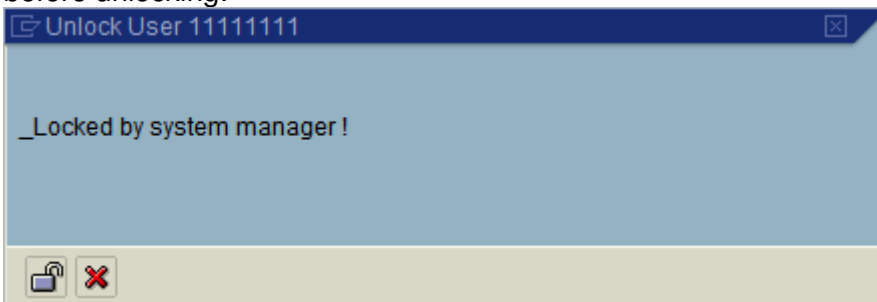
The screenshot shows the 'User Maintenance: Initial Screen' in SAP. At the top, there is a toolbar with icons for document, edit, delete, and lock/unlock. The 'lock/unlock' icon is circled in red. Below the toolbar, there are two input fields: 'User' and 'Alias'. The 'User' field contains the text '11111111' and has a small lock icon to its right. The 'Alias' field is empty.

3. A screen indicating the Lock Status of the User will appear.
  - a. If the user is 'Not Locked':



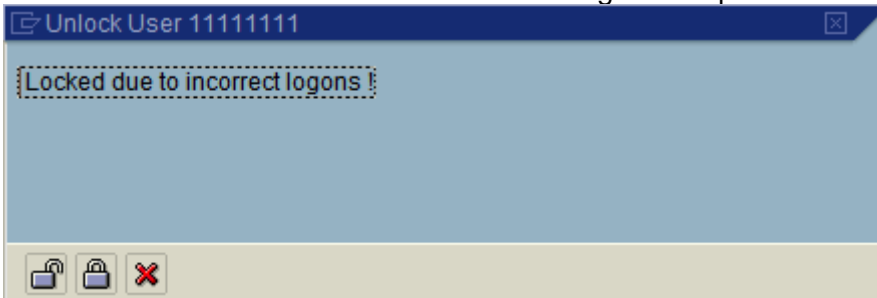
The screenshot shows the 'Lock User TEST\_USER' screen. The main area displays 'Not locked.' in a dashed box. At the bottom, there are two icons: a lock icon and a red 'X' icon.

- b. If the user has been locked by the System Manager, there may be a specific reason, research before unlocking:



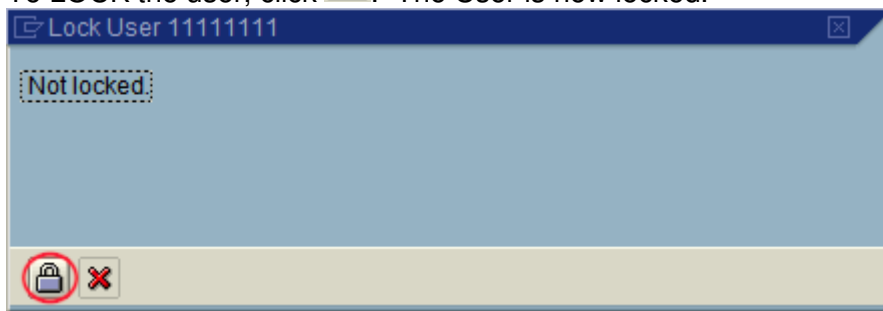
The screenshot shows the 'Unlock User 11111111' screen. The main area displays '\_Locked by system manager !' in a dashed box. At the bottom, there are two icons: a lock icon and a red 'X' icon.

- c. If the user has been locked due to incorrect login attempts:

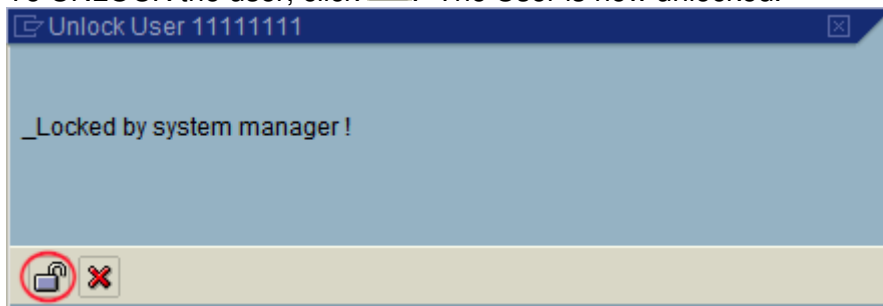


The screenshot shows the 'Unlock User 11111111' screen. The main area displays 'Locked due to incorrect logons !' in a dashed box. At the bottom, there are three icons: a lock icon, a padlock icon, and a red 'X' icon.

4. To LOCK the user, click . The User is now locked.



5. To UNLOCK the user, click . The User is now unlocked.



## Mass UserID Lock/Unlock (SU10)

1. Log into BP0 (Production Business Warehouse); enter transaction 'SU10' (/nSU10) to lock or unlock multiple UserIDs

2. Select the Users to be Locked/Unlocked.

### **Option 1 – Enter the users manually**

- a. Enter the UserIDs (Personnel number, **including** leading zeroes) manually into the User Field

#### *User Maintenance: Mass Changes Initial Screen*

User	Full Name
11111111	
11111112	
11111113	
11111114	
11111115	


### **Option 2 – Select Users from a list**

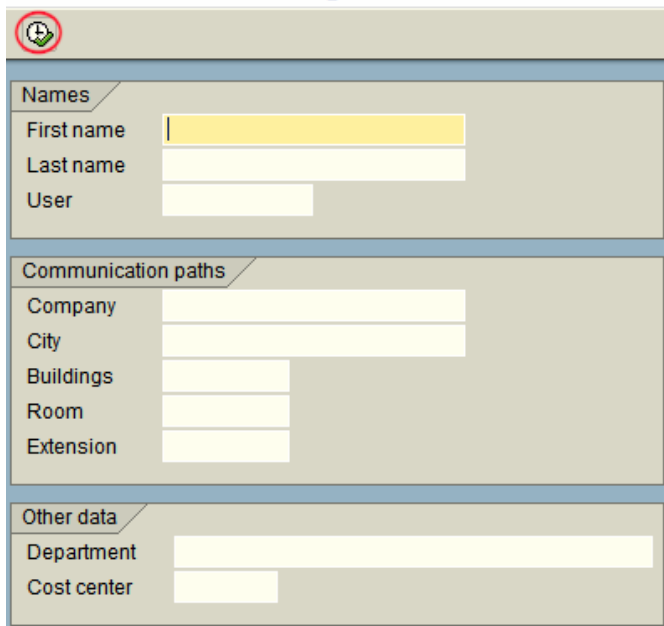
- a. Click Address data button

#### *User Maintenance: Mass Changes Initial Screen*

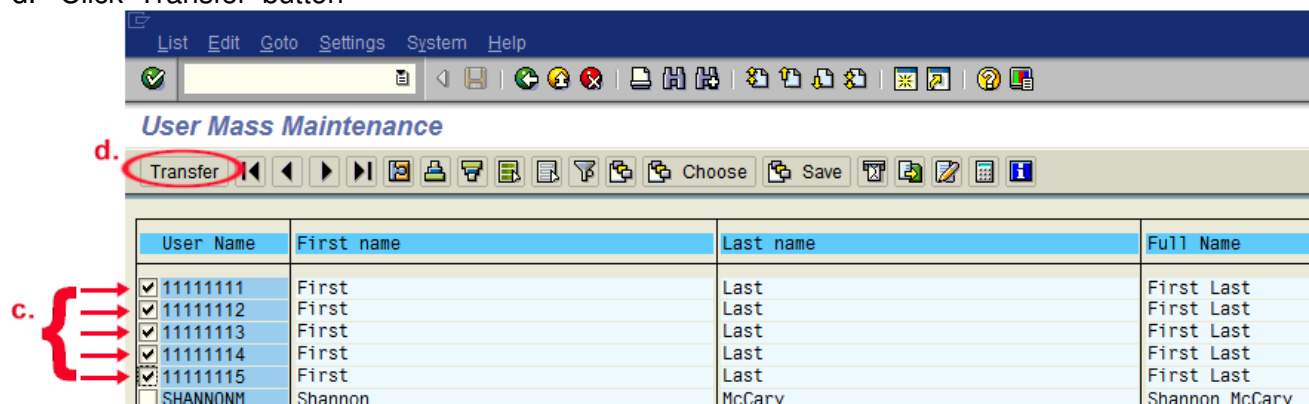
User selection

Address data Authorization data

- b. Leave the fields blank and click  'Execute" (F8)  
*Select User According to Address*

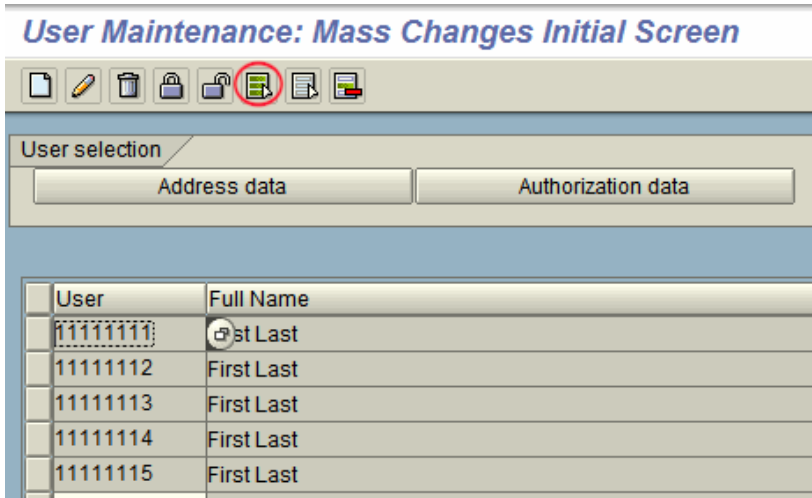


- c. Select the Users to Lock/Unlock  
 d. Click 'Transfer' button



User Name	First name	Last name	Full Name
<input checked="" type="checkbox"/> 11111111	First	Last	First Last
<input checked="" type="checkbox"/> 11111112	First	Last	First Last
<input checked="" type="checkbox"/> 11111113	First	Last	First Last
<input checked="" type="checkbox"/> 11111114	First	Last	First Last
<input checked="" type="checkbox"/> 11111115	First	Last	First Last
SHANNONM	Shannon	McCarv	Shannon McCarv


- e. Click  to Select All Users

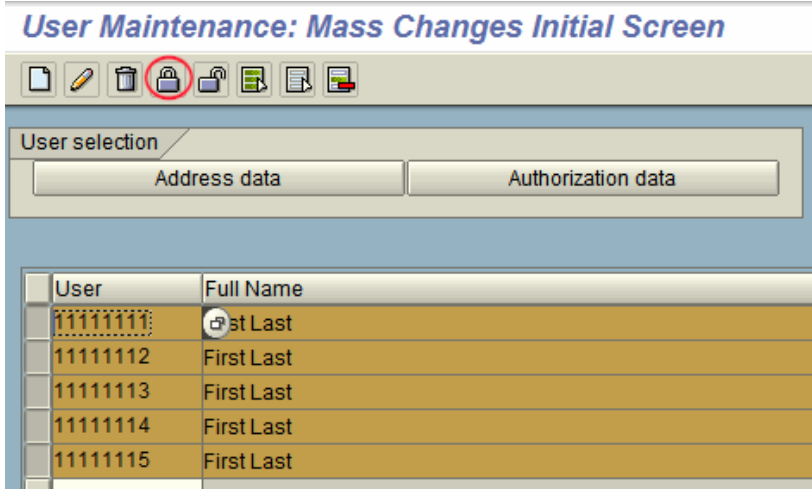


User	Full Name
11111111	First Last
11111112	First Last
11111113	First Last
11111114	First Last
11111115	First Last

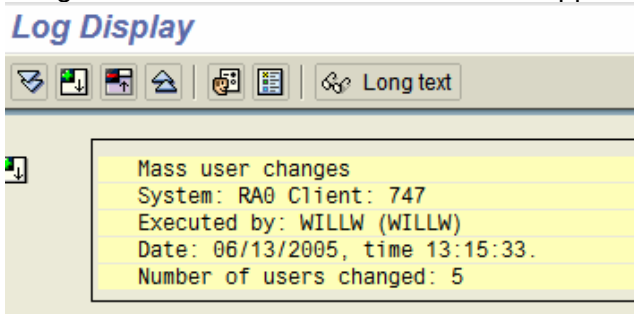


### 3. To LOCK Selected Users

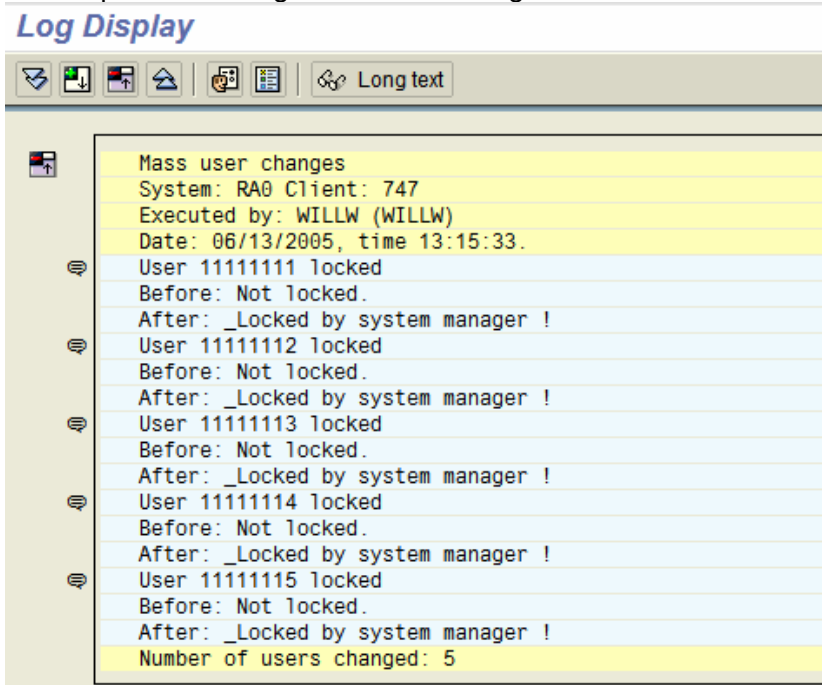
- a. Click  to Lock all the Users selected



- b. A log screen similar to the one below will appear. Click  'Expand All' button



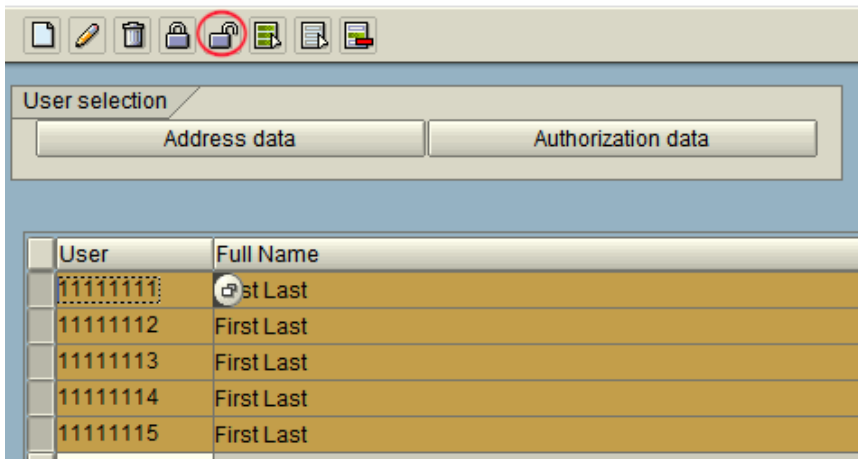
- c. This expanded view gives a detailed log of each user that was locked.



#### 4. To UNLOCK Selected Users


- a. Click  to Unlock selected UserIDs

##### *User Maintenance: Mass Changes Initial Screen*

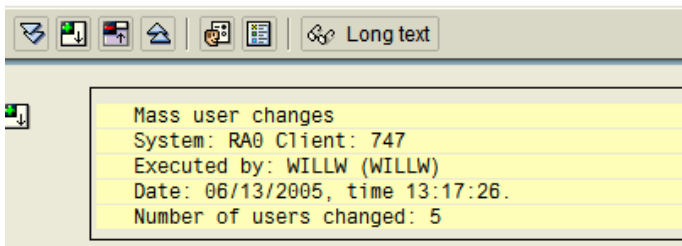


The screenshot shows the 'User Maintenance: Mass Changes Initial Screen'. At the top, there is a toolbar with icons for file operations and a red circle highlighting the 'Unlock' icon (a padlock with a diagonal line). Below the toolbar is a 'User selection' section with two tabs: 'Address data' and 'Authorization data'. The main area is a table with two columns: 'User' and 'Full Name'. The first row is highlighted in orange and shows '11111111' and 'st Last'. The other rows show '11111112', '11111113', '11111114', and '11111115', all with 'First Last' as the full name.

User	Full Name
11111111	st Last
11111112	First Last
11111113	First Last
11111114	First Last
11111115	First Last

- b. A log screen similar to the one below will appear. Click  'Expand All' button

##### *Log Display*

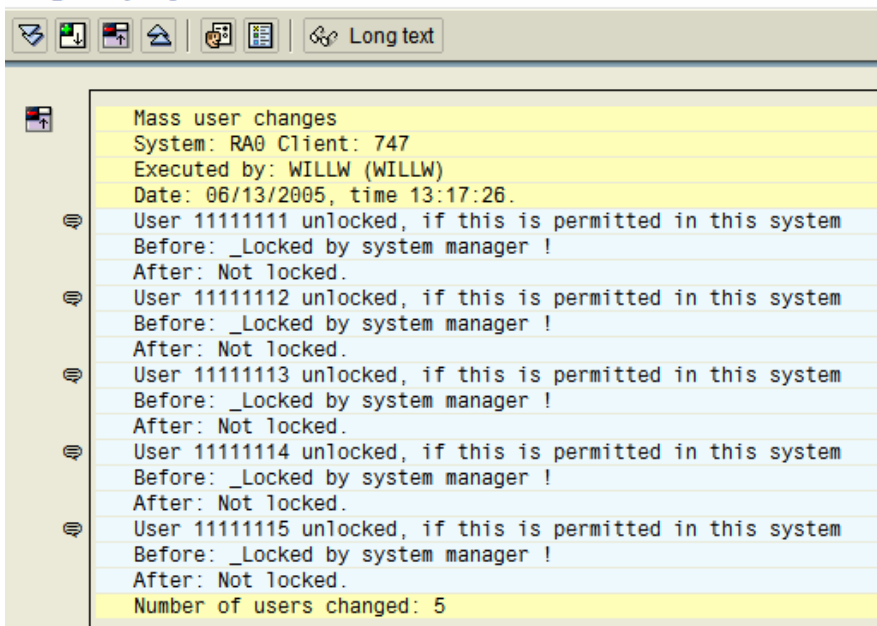


The screenshot shows the 'Log Display' screen. It has a toolbar with icons for file operations and a 'Long text' button. The main area is a yellow box containing the following text:

```
Mass user changes
System: RA0 Client: 747
Executed by: WILLW (WILLW)
Date: 06/13/2005, time 13:17:26.
Number of users changed: 5
```

- c. This expanded view gives a detailed log of each user that was locked.



##### *Log Display*

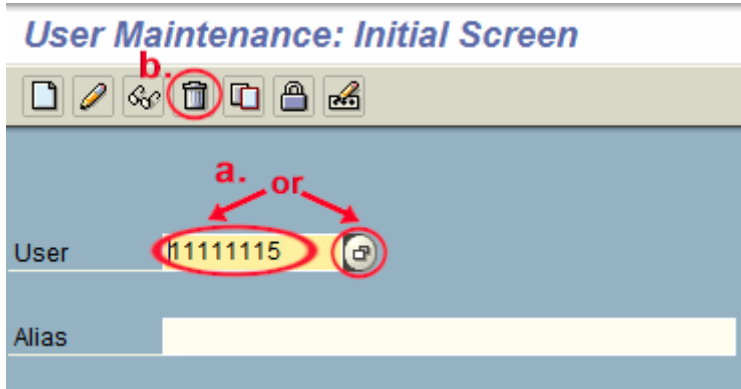


The screenshot shows the 'Log Display' screen with the expanded view. It has a toolbar with icons for file operations and a 'Long text' button. The main area is a yellow box containing the following text:

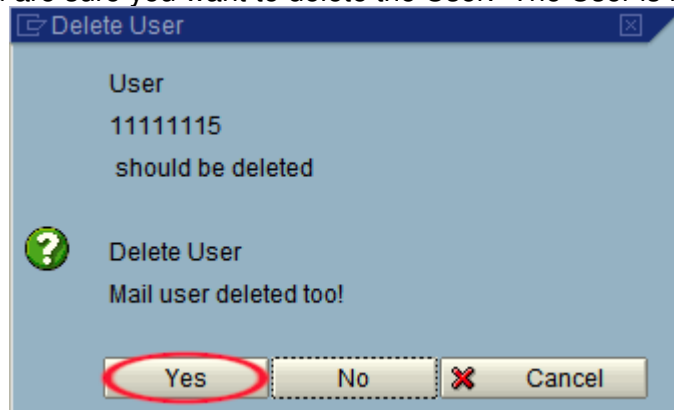
```
Mass user changes
System: RA0 Client: 747
Executed by: WILLW (WILLW)
Date: 06/13/2005, time 13:17:26.
User 11111111 unlocked, if this is permitted in this system
Before: _Locked by system manager !
After: Not locked.
User 11111112 unlocked, if this is permitted in this system
Before: _Locked by system manager !
After: Not locked.
User 11111113 unlocked, if this is permitted in this system
Before: _Locked by system manager !
After: Not locked.
User 11111114 unlocked, if this is permitted in this system
Before: _Locked by system manager !
After: Not locked.
User 11111115 unlocked, if this is permitted in this system
Before: _Locked by system manager !
After: Not locked.
Number of users changed: 5
```

## Delete SAP UserID (SU01)

1. Log into BP0 (Production Business Warehouse); enter transaction '**SU01**' (/nSU01) to delete a UserID
2. UserID to be deleted.
  - a. Enter the UserID (Personnel Number, **including** leading zeroes) into the 'User' field. In this example it is '11111115'. To search for the User, click  to search and select the User.
  - b. Click  'Delete' button or Shift + F2



3. Click 'Yes' if you are sure you want to delete the User. The User is now deleted.



## Mass UserID Deletion (SU10)

1. Log into BP0 (Production Business Warehouse); enter transaction 'SU10' (/nSU10) to delete multiple UserIDs.

2. Select the Users to be Deleted.

### **Option 1 – Enter the users manually**

- a. Enter the UserIDs (Personnel Number, **including** leading zeroes) manually into the User Field

#### *User Maintenance: Mass Changes Initial Screen*

The screenshot shows the 'User selection' tab with two buttons: 'Address data' and 'Authorization data'. Below is a table with columns 'User' and 'Full Name'. The first four rows are highlighted with a red bracket and labeled 'a.'.


User	Full Name
11111111	
11111112	
11111113	
11111114	
11111115	

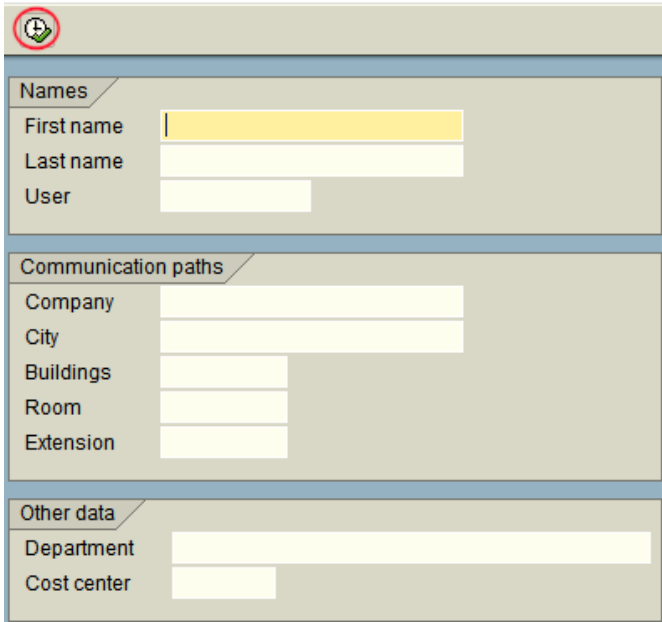
### **Option 2 – Select Users from a list**

- a. Click Address data button

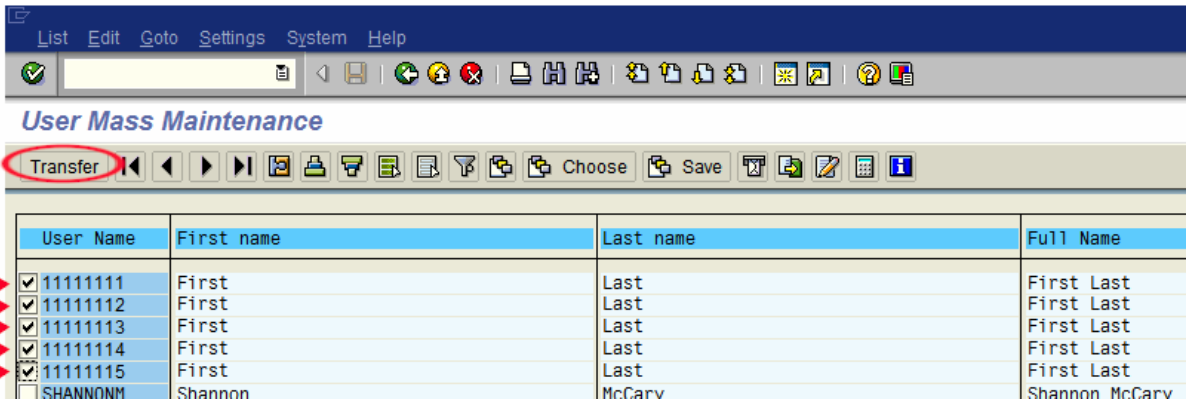
#### *User Maintenance: Mass Changes Initial Screen*

The screenshot shows the 'User selection' tab with two buttons: 'Address data' and 'Authorization data'. The 'Address data' button is circled in red and labeled 'a.'.

- b. Leave the fields blank and click  'Execute" (F8)  
*Select User According to Address*

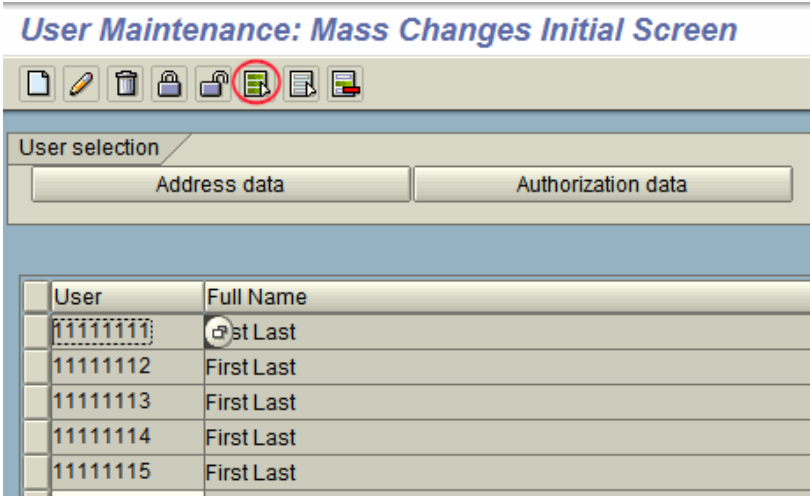


- c. Select the Users to Lock/Unlock  
 d. Click 'Transfer' button



User Name	First name	Last name	Full Name
11111111	First	Last	First Last
11111112	First	Last	First Last
11111113	First	Last	First Last
11111114	First	Last	First Last
11111115	First	Last	First Last
SHANNONM	Shannon	McCarv	Shannon McCarv

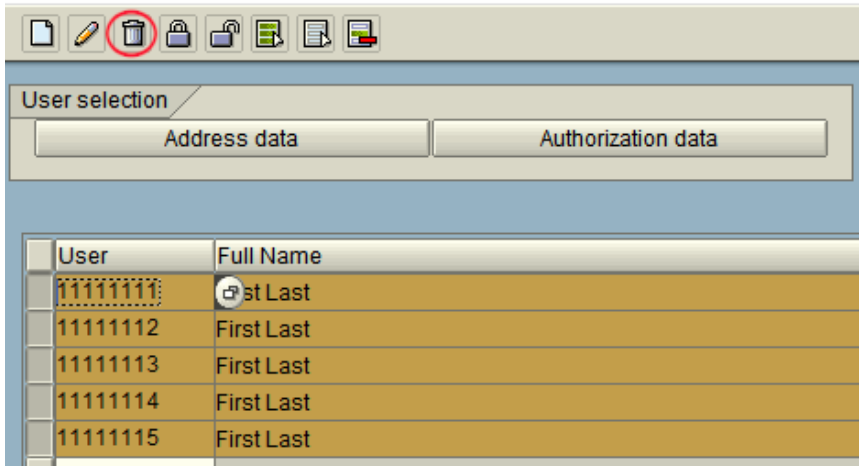
- e. Click  to Select All Users



User	Full Name
11111111	First Last
11111112	First Last
11111113	First Last
11111114	First Last
11111115	First Last

3. Click  or Shift + F2

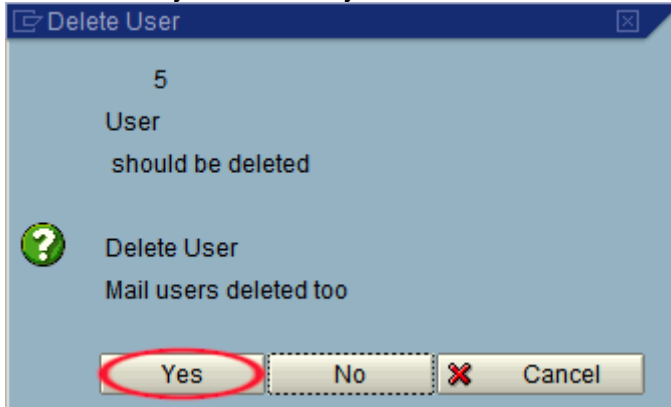
### *User Maintenance: Mass Changes Initial Screen*



The screenshot shows a web application window titled "User Maintenance: Mass Changes Initial Screen". It has a toolbar with icons for file operations. Below the toolbar is a "User selection" section with two buttons: "Address data" and "Authorization data". The main area contains a table with two columns: "User" and "Full Name". The first row is highlighted in yellow and has a delete icon in the "User" column.

User	Full Name
11111111	First Last
11111112	First Last
11111113	First Last
11111114	First Last
11111115	First Last

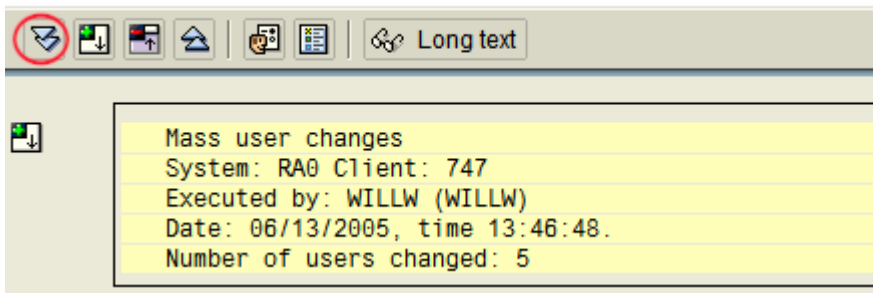
4. Click 'Yes' if you are sure you want to delete the Users. The Users are now deleted.



The screenshot shows a "Delete User" dialog box. It contains the text "5 User should be deleted" and a green question mark icon. Below this is the text "Delete User" and "Mail users deleted too". At the bottom are three buttons: "Yes", "No", and "Cancel". The "Yes" button is circled in red.

5. A log screen similar to the one below will appear. Click  'Expand All' button

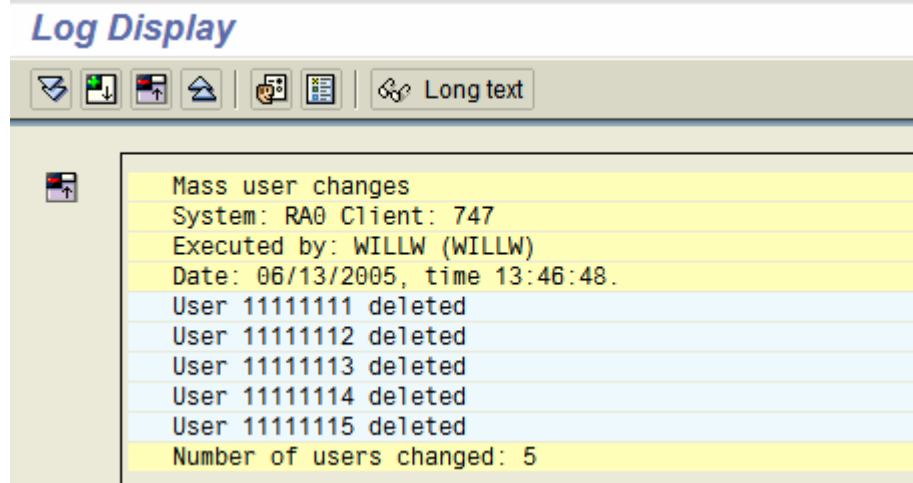
### *Log Display*





The screenshot shows a "Log Display" screen. It has a toolbar with icons for file operations and a "Long text" button. The main area contains a log entry with the following text:

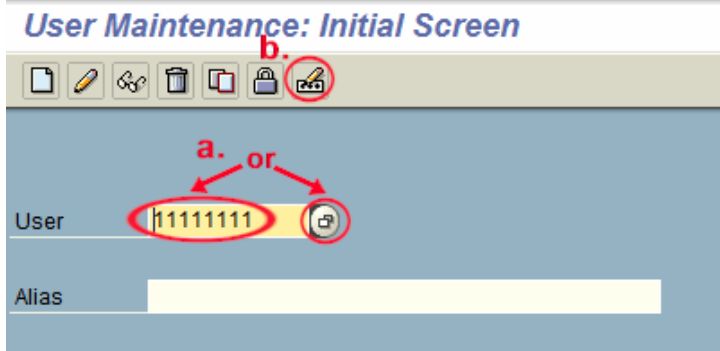
```
Mass user changes
System: RAO Client: 747
Executed by: WILLW (WILLW)
Date: 06/13/2005, time 13:46:48.
Number of users changed: 5
```


6. This expanded view gives a detailed log of each user that was deleted.

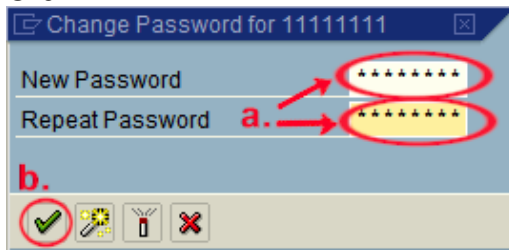


## Reset SAP Password (SU01)

1. Log into BP0 (Production Business Warehouse); enter transaction '**SU01**' (/nSU01) to reset an SAP password
2. You will need to enter the UserID to reset the password for.
  - a. Enter the UserID (Personnel Number, **including** leading zeroes) into the 'User' field. In this example it is '11111111'. To search for the User, click  to search and select the User.
  - b. Click  or Shift + F8 to Change Password

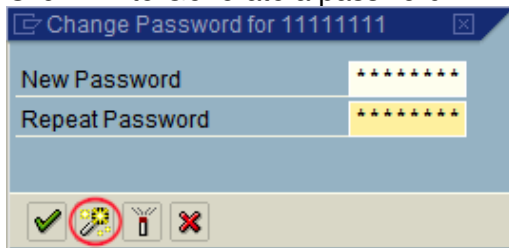


3. Enter the new password **Manually** or use the **Wizard to Generate** a new password
  - Option 1 – Enter new password Manually**
    - a. Enter the new password and repeat for verification (Hardened password standards apply)
    - b. Click 




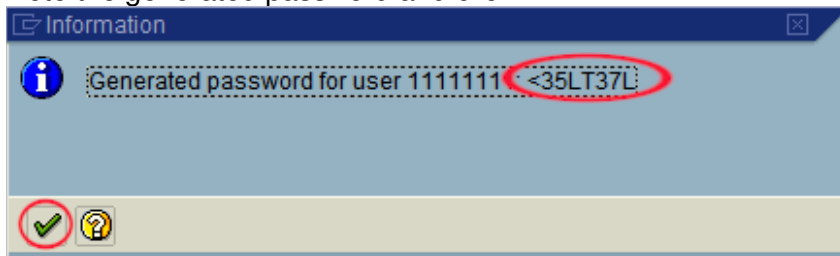
### **Option 2 – Use the Wizard to Generate a new password**


- a. Click  to Generate a password.






- b. Note the generated password and click 



- c. Click  to continue



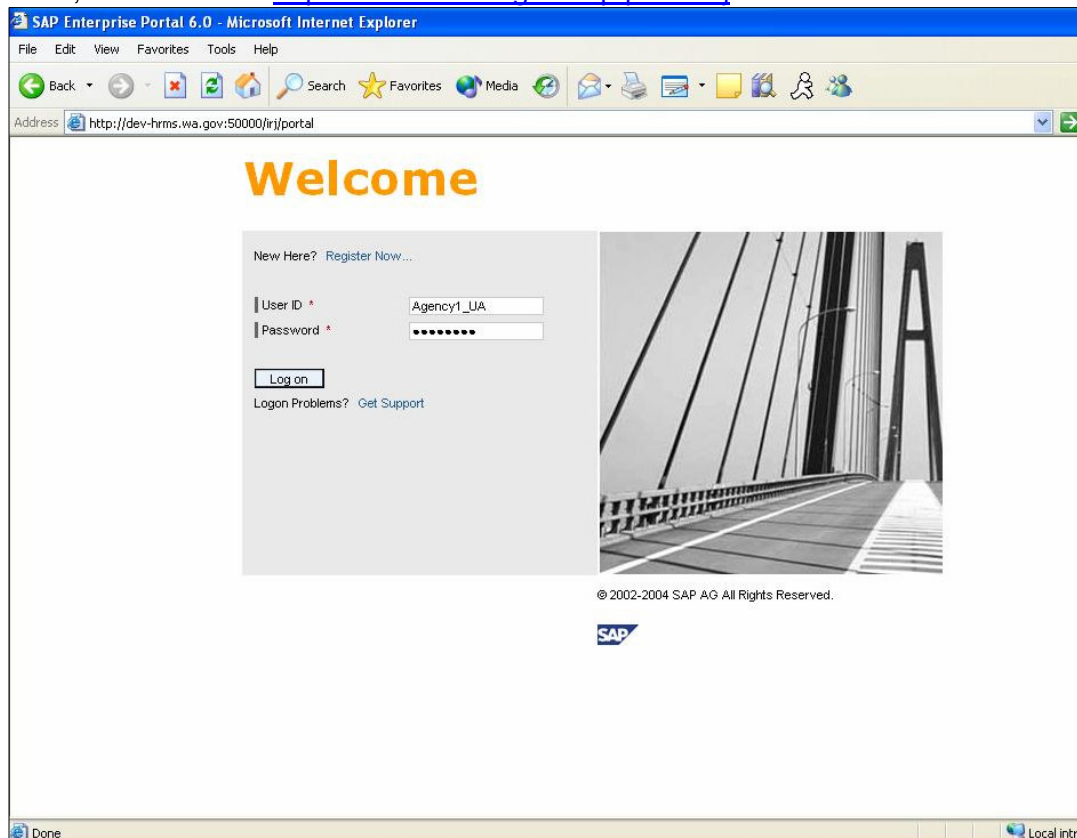
4. Upon successful update the following message will be displayed in the status area. Notify User of new password.  The password was changed

## Portal

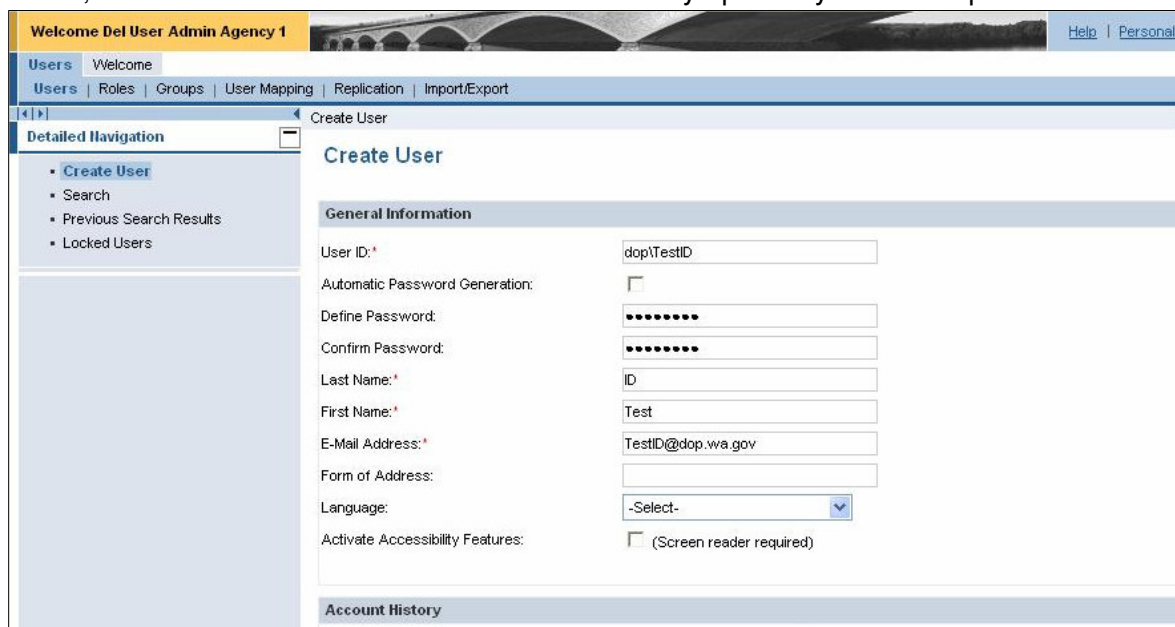
## User Security Setup

## Create Portal UserIDs

1. Logon to Portal with your Portal UserID and Password. Open your web browser, and if *inside* the SGN (State Government Network), use this URL <http://hrms.wa.gov:50000/irj/portal>. If *outside* the SGN, use this URL: <https://fortress.wa.gov/dop/portal/irj>



2. The 'Create User' screen will be displayed. Enter the Portal UserID (Portal UserID is comprised of domain and network UserID; example dop\LonnieR), password that you create, last name, first name, and email address for the new user. You may optionally fill non-required fields.



3. Scroll to the bottom of the screen and click on the 'Create' button to create the new UserID.
4. The 'View User' screen will appear. Review the user's information to make sure that the correct Agency has been assigned to the user (the Agency appears in the 'Company' field; portal company naming standards include the three or four letter acronym (i.e. DSHS, DOC, ESD, etc.)).

### View User

View the profile below. You can modify the profile by clicking on the "Modify" button below. You can use the expand/minimize icon on the far left of the section to use the space efficiently.

#### General Information

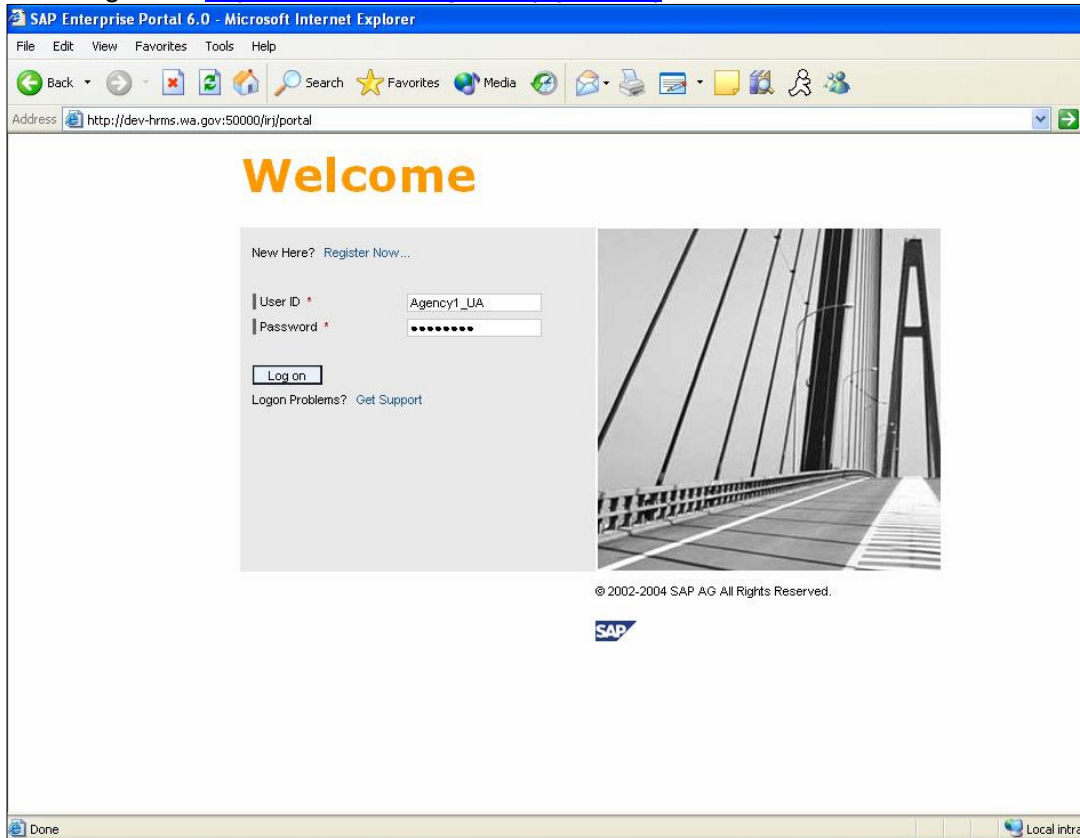
User ID:	dop\TestID
Last Name:	ID
First Name:	Test
E-Mail Address:	TestID@dop.wa.gov
Form of Address:	
Language:	
Company:	Agency1
Account Status:	Active

#### Account History

Date	Description
Mar 31, 2005 11:32:03 AM	New account created
Mar 31, 2005 12:00:00 AM - Dec 31, 2500 12:00:00 AM	Account Valid Date
Mar 31, 2005 11:32:03 AM	Last Password Change

## Assign Users IDs to Roles

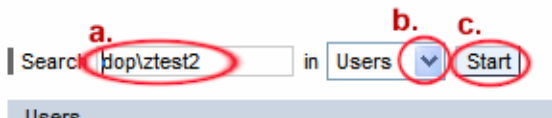
1. Logon to Portal with your Portal UserID and Password. Open your web browser, and if *inside* the SGN, enter the following URL: <http://hrms.wa.gov:50000/irj/portal>. If *outside* the SGN, enter the following URL: <https://fortress.wa.gov/dop/portal/irj>



2. Click on Roles.



3. Update the UserID
  - a. Enter the UserID in the Search field
  - b. Select Users in the drop-down
  - c. Click Start to begin the search



4. Click on 'Edit'.

Search  in **Users**

Users			
	ID	Name	
	dop\ztest2	z, test2	<a href="#">Edit</a>

5. The screen will show current Role Assignments, and allow for additions/deletions of roles for a UserID.

User Administration WCD Personnel

Users | Roles | Groups | User Mapping | Replication | Import/Export

Create User > Roles > Create User > Roles Back Forward

Detailed Navigation

- Roles

**Detailed Information**

User ID:

Name:

Unique ID:

Last Name:

First Name:

Position:

Telephone:

Mobile:

E-Mail Address:

Department:

**Role Assignment**

**Assigned Roles**

ID	Name

Page 1 / 1

Search

**Available Roles**

ID	Name

6. Scroll down and In the Available Roles section, select Start to search for available roles

Search

**Available Roles**

ID	Name

7. Select and Add Roles to a User

- a. Click in the selection box of role to add (all portal users get **hrms.eu\_role**; users accessing R3/HRMS via portal get **hrms.webgui**; users accessing BW get **hrms.BW**)
- b. Click the Add button to add the Role to the User

Search  Start

Roles		
	ID	Name
<input type="checkbox"/>	com.sap.pct.hcm.manager	pcd:portal_content/com.sap.portal.migrated/ep_5.0/roles
<input type="checkbox"/>	com.sap.pdk.JavaDeveloper	pcd:portal_content/com.sap.pct/developercontent/portaldevelopmentkit/Roles
<input type="checkbox"/>	com.sap.portal.content_admin_role	pcd:portal_content/com.sap.pct/administrator/content_admin
<input checked="" type="checkbox"/>	com.sap.portal.eu_role	pcd:portal_content/com.sap.pct/every_user/general
<input type="checkbox"/>	com.sap.portal.super_admin_role	pcd:portal_content/com.sap.pct/administrator/super_admin

Page 1 / 4

**a.** ☒ **b.**

8. If additional roles are needed that are not showing, click to page through additional roles and repeat actions a and b in Step 7 for each additional role. If there are multiple roles to select on one screen, select them prior to clicking the Add button.
9. Once all roles have been added, click the Save button.

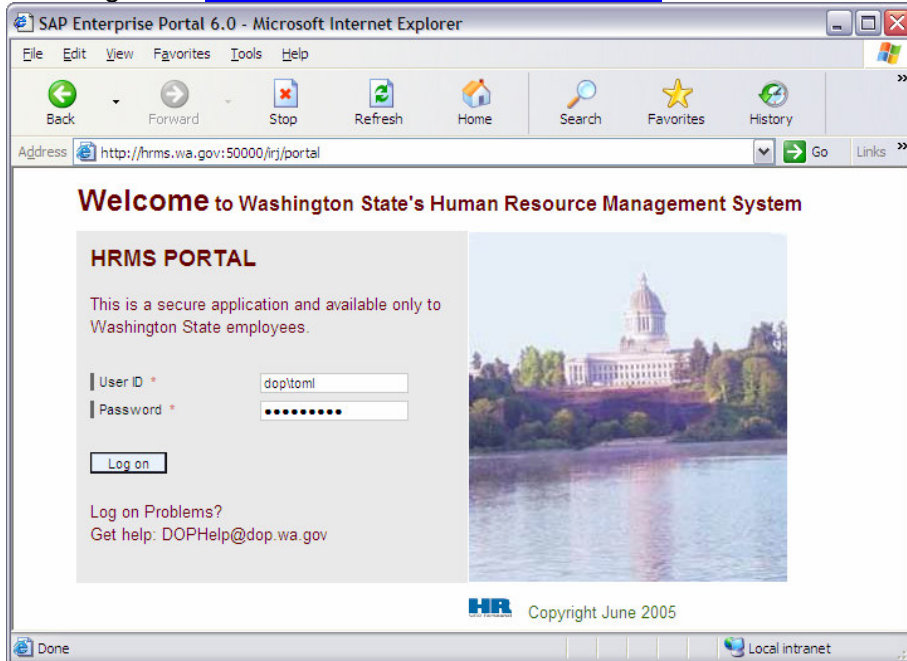
E-Mail Address

Department



## UserID Mapping

1. Logon to Portal with your Portal UserID and Password. Open your web browser, and if *inside* the SGN, enter the following URL: <http://hrms.wa.gov:50000/irj/portal>. If *outside* the SGN, enter the following URL: <https://fortress.wa.gov/dop/portal/irj>



2. Click on 'User Mapping'.



- A new window will appear like the one shown below (make sure your pop-up blocker is turned off by clicking 'Tools' → 'Pop-up Blocker' → 'Turn pop-up blocker Off' in your internet explorer browser). Enter the Portal UserID (format domain\NetworkID), select 'Users' in the drop-down box, then click 'Start'.

The screenshot shows the 'User Mapping' section of the application. The breadcrumb trail is 'Create User > User Mapping'. The search bar contains 'dop\lonnier' (labeled 1st), the dropdown menu is set to 'Users' (labeled 2nd), and the 'Start' button is highlighted (labeled 3rd). Below the search bar is a table with columns 'ID' and 'Name'.

ID	Name

- Click on 'Edit'. Ensure the system is 'HRMS.' Enter the user's **HR SAPGUI User ID and R3 Password (HR SAPGUI UserID is the user's personnel number (Pernr), including leading zeroes)**. Click the 'Save' button.

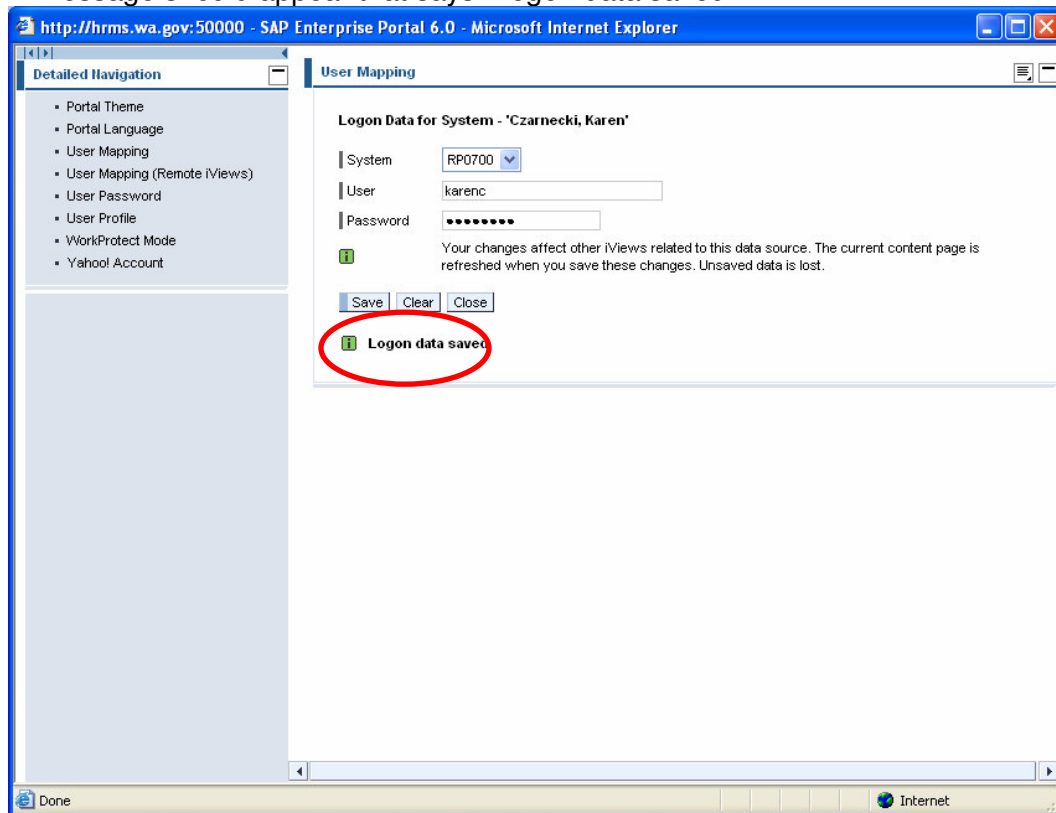
The screenshot shows the 'Edit' page for the user 'dop\lonnierR'. The breadcrumb trail is 'Create User > User Mapping'. The search bar contains 'dop\lonnier' and the dropdown menu is set to 'Users'. The 'Start' button is highlighted. Below the search bar is a table with columns 'ID' and 'Name'. The user 'dop\lonnierR' is listed with the name 'Rogers, Lonnie'. The 'Edit' button is highlighted (labeled 1st). To the right of the table is the 'Login Data for System' section. The 'System' dropdown menu is set to 'HRMS' (labeled 2nd). The 'User' field is empty (labeled 3rd). The 'Password' field is empty (labeled 4th). The 'Save' button is highlighted.

ID	Name
dop\lonnierR	Rogers, Lonnie

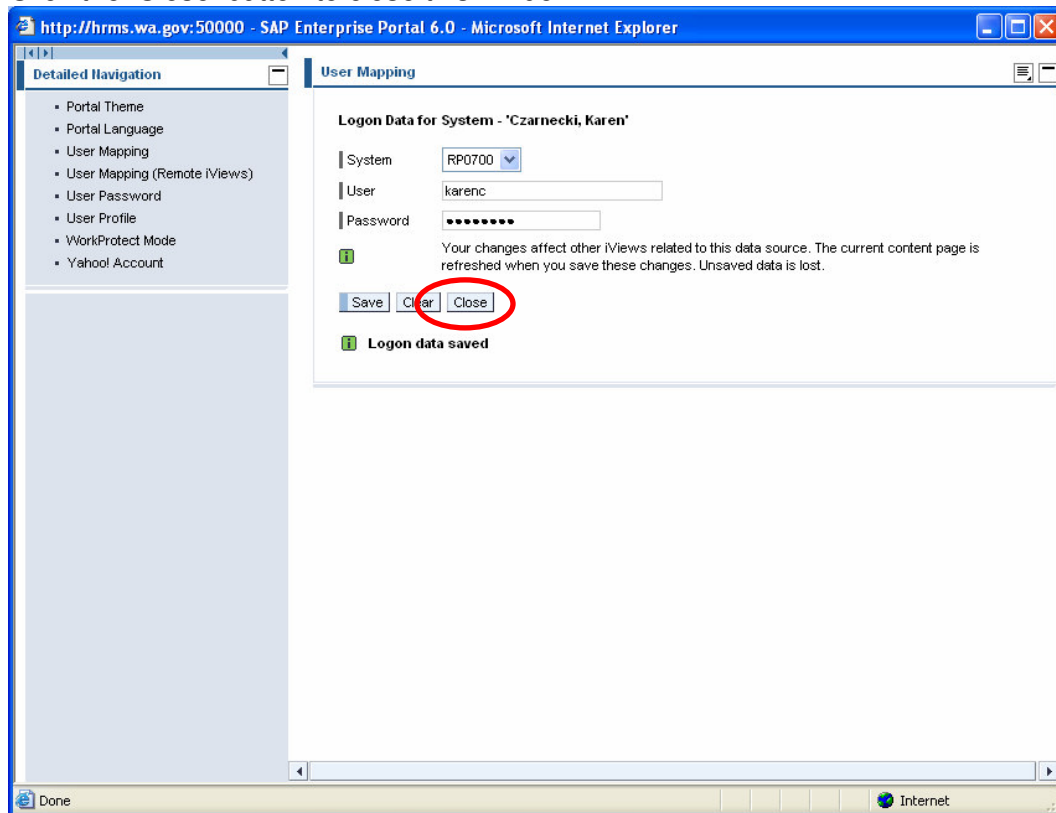
**Login Data for System**

System: HRMS  
 User:   
 Password:   
 Save Clear

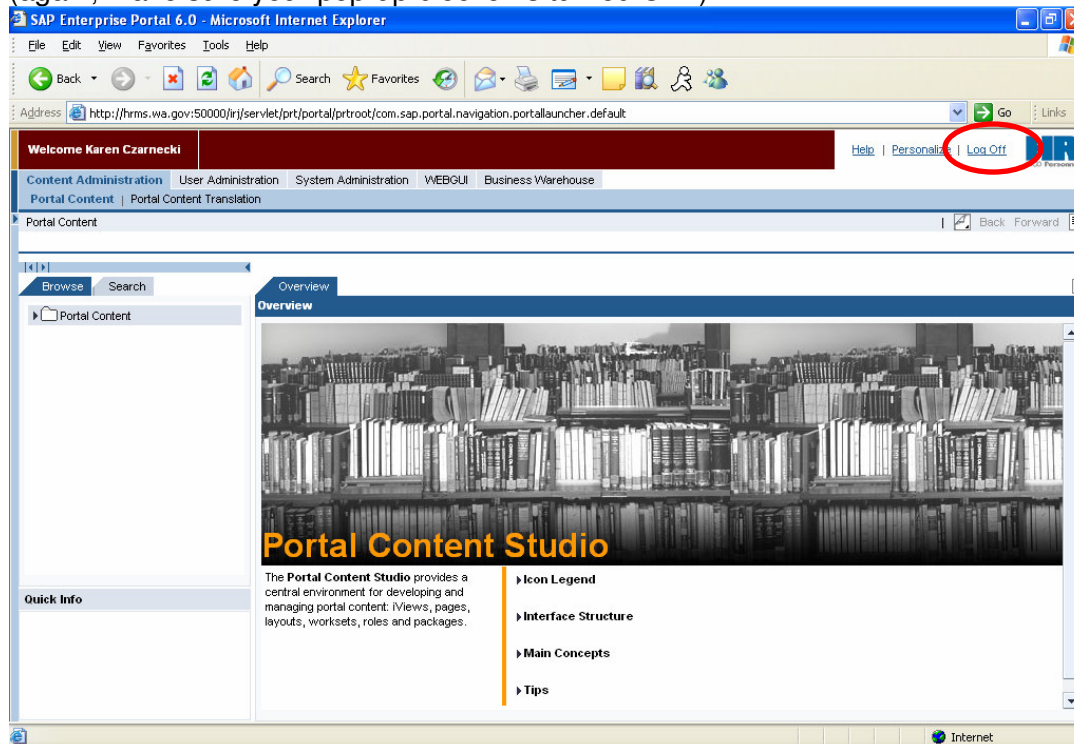
5. A message should appear that says “Logon data saved.”



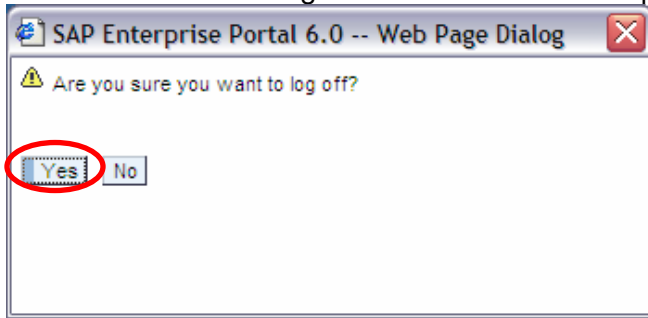
6. Click the 'Close' button to close this window.



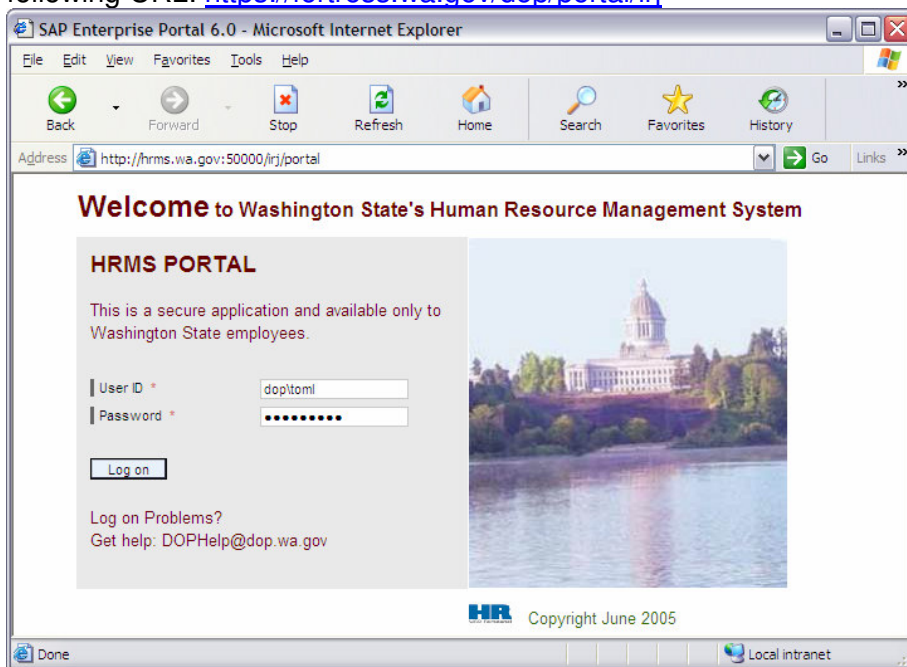
7. To verify/confirm user mapping was successful, click the 'log off' button on the original Portal screen (again, make sure your pop-up blocker is turned OFF).



8. Click 'Yes' when the log-off confirmation window pops up.



9. Logon to Portal with your Portal UserID and Password. Open your web browser, and if *inside* the SGN, enter the following URL: <http://hrms.wa.gov:50000/irj/portal>. If *outside* the SGN, enter the following URL: <https://fortress.wa.gov/dop/portal/irj>



10. Click on 'User Mapping'.

Welcome Lonnie Rogers

User Administration System Administration Content Administration User Administration

Users Roles Groups **User Mapping** Replication Import/Export

Detailed Navigation

- Create User
- Search
- Previous Search Results
- Locked Users

Create User

General Information

User ID:\*

Automatic Password Generation: ☐

Define Password:

Confirm Password:

Last Name:\*

11. A new window will appear like the one shown below (make sure your pop-up blocker is turned off, you can do this by clicking 'Tools' → 'Pop-up Blocker' → 'Turn pop-up blocker Off' in your internet explorer browser). Enter the portal UserID (format domain\NetworkID), select 'Users' in the drop-down box, then click 'Start'.

Welcome Lonnie Rogers

User Administration System Administration Content Administration User Administration System Administration

Users Roles Groups **User Mapping** Replication Import/Export

Detailed Navigation

- User Mapping

1st 2nd 3rd

Search dop\lonnier in Users Start

Groups

ID	Name

12. The following screen will appear, with the green checkmark, if User mapping was successful. If the green checkmark is not shown, User mapping was not successful – Repeat steps 1 – 12 as necessary until User mapping has been successfully completed.

Welcome Lonnie Rogers

User Administration

System Administration

Content Administration

User Administration

System Administration

Content Administration

Users

Roles

Groups

User Mapping

Replication

Import/Export

Create User > User Mapping

Detailed Navigation

User Mapping

Search


dop\lonnier

in

Users

Start

Users

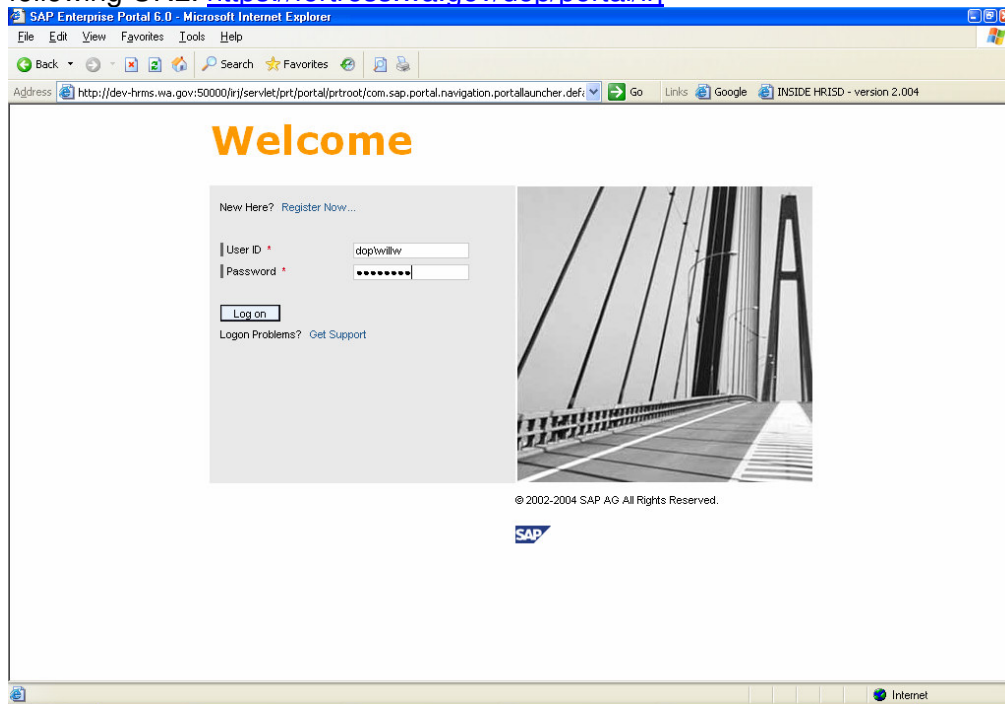
	ID	Name	
	dop\LonnieR	Rogers, Lonnie	<a href="#">Edit</a>

## Maintenance

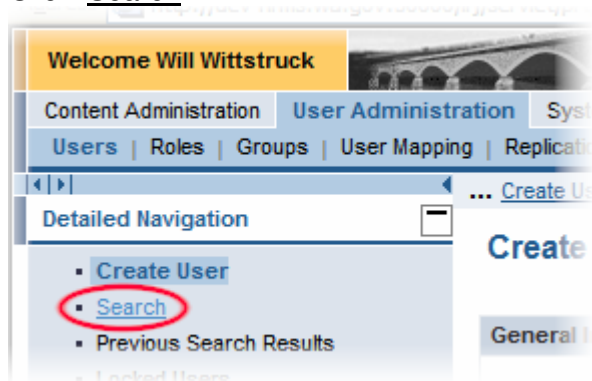


## Delete Portal UserIDs

1. Logon to Portal with your Portal UserID and Password. Open your web browser, and if *inside* the SGN, enter the following URL: <http://hrms.wa.gov:50000/irj/portal>. If *outside* the SGN, enter the following URL: <https://fortress.wa.gov/dop/portal/irj>



2. Click 'Search'.



4. Enter the Portal UserID (Portal UserID is comprised of domain and network id; example dop\LonnieR) or leave blank (to list all UserIDs), scroll to the bottom of the page and click

### Search for User

Search for user by entering any relevant information below


**General Information**

User ID:

Last Name:

5. Search/scroll to the Portal UserID you want to delete. Click the checkbox next to the ID and click

### Search Result(s)

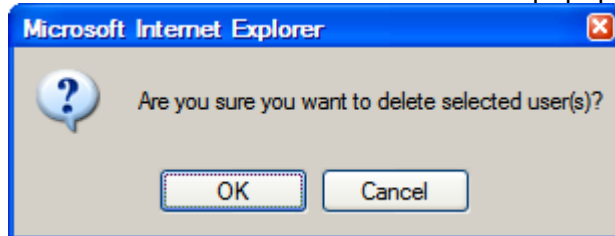
 Searched for

≤ No of Hits:86 Display  hits per page. This is page  of 9 pages >

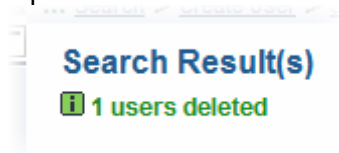
<input type="checkbox"/>	User Name	User ID
<input checked="" type="checkbox"/>	test, wlv	dop\wlvtest
<input type="checkbox"/>	Test ID, Agency 1	agency1_test12
<input type="checkbox"/>	Trinh, Ben	dop\bent
<input type="checkbox"/>	User, BW	bwuser
<input type="checkbox"/>	User Mapping, Test	dop\testusermapping
<input type="checkbox"/>	Wittstruck, Will	DOP\willw

≤ No of Hits:86 Display  hits per page. This is page  of 9 pages >

6. Select OK when the delete confirmation popup window appears.

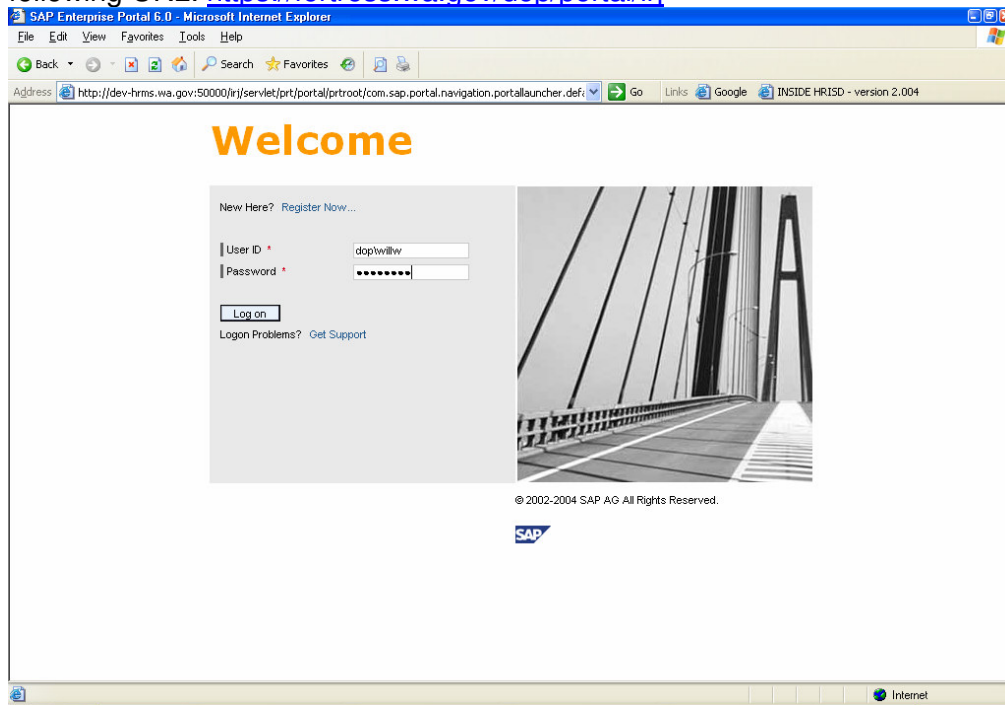


7. Upon successful deletion the following message will appear at the top of the User List.

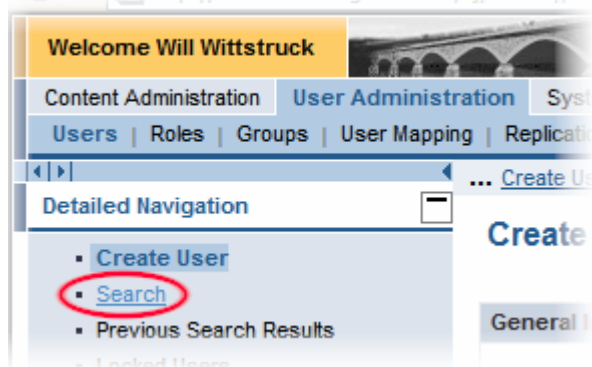


## Lock/Unlock Portal UserIDs

1. Logon to Portal with your Portal UserID and Password. Open your web browser, and if *inside* the SGN, enter the following URL: <http://hrms.wa.gov:50000/irj/portal>. If *outside* the SGN, enter the following URL: <https://fortress.wa.gov/dop/portal/irj>



2. Click 'Search'.



3. Enter the Portal UserID (Portal UserID is comprised of domain and network id; example dop\LonnieR) or leave blank (to list all UserIDs), scroll to the bottom of the page and click

### Search for User


Search for user by entering any relevant information below

**General Information**

User ID:

Last Name:



















Find Member

4. To **LOCK** a specific Portal UserID
  - a. Search/scroll to the Portal UserID you want to lock. Click the checkbox next to the ID, and click  or .

### Search Result(s)

 Searched for

≤ No of Hits:86 Display 10 hits per page. This is page 9 of 9 pages >

<input type="checkbox"/>	User Name ▾	User ID ▾	Company ▾	Action
<input checked="" type="checkbox"/>	test_wlw	dop\wlwtest	Agency3	  
<input type="checkbox"/>	Test ID, Agency 1	agency1_test12	Agency1	  
<input type="checkbox"/>	Trinh, Ben	dop\lbent	----	  
<input type="checkbox"/>	User, BW	bwuser	----	  
<input type="checkbox"/>	User Mapping, Test	dop\testusermapping	Agency1	  
<input type="checkbox"/>	Wittstruck, Will	DOP\willw	----	  

Unlock

≤ No of Hits:86 Display 10 hits per page. This is page 9 of 9 pages >

- b. You will be prompted to enter a reason for the lock, after entering reason text, click .

### Reason(s) for Locking

You are locking user(s). Provide a reason for this action. This will be documented in each user's account history.

Locked by: Will Wittstruck

Date of Locking: May 24, 2005 4:00:27 PM

Reason: **1st**

**2nd**

- c. Upon successful lock, a message will appear and two of the icons will change for the user.

**Search Result(s)**  
1 users were locked

≤ No of Hits:86 Display 10 hits per page. This is page 9 of 9 pages >

<input type="checkbox"/>	User Name ▼	User ID ▼	Company ▼	Actions
<input checked="" type="checkbox"/>	test_wlw	dop\wlwtest	Agency3	
<input type="checkbox"/>	Test ID, Agency 1	agency1_test12	Agency1	
<input type="checkbox"/>	Trinh, Ben	dop\bent	----	
<input type="checkbox"/>	User, BW	bwuser	----	
<input type="checkbox"/>	User Mapping, Test	dop\testusermapping	Agency1	
<input type="checkbox"/>	Wittstruck, Will	DOP\willw	----	

Unlock Lock Delete Reset Password

≤ No of Hits:86 Display 10 hits per page. This is page 9 of 9 pages >

5. To **UNLOCK** a specific Portal UserID

- a. Search/scroll to the Portal UserID you want to unlock. Click the checkbox next to the UserID and click **Unlock** or .

**Search Result(s)**  
1 users were locked

≤ No of Hits:86 Display 10 hits per page. This is page 9 of 9 pages >

<input type="checkbox"/>	User Name ▼	User ID ▼	Company ▼	Actions
<input checked="" type="checkbox"/>	test_wlw	dop\wlwtest	Agency3	
<input type="checkbox"/>	Test ID, Agency 1	agency1_test12	Agency1	<b>Unlock</b>
<input type="checkbox"/>	Trinh, Ben	dop\bent	----	
<input type="checkbox"/>	User, BW	bwuser	----	
<input type="checkbox"/>	User Mapping, Test	dop\testusermapping	Agency1	
<input type="checkbox"/>	Wittstruck, Will	DOP\willw	----	

Unlock Lock Delete Reset Password

≤ No of Hits:86 Display 10 hits per page. This is page 9 of 9 pages >

- b. You will be prompted to enter a reason for the unlock, after entering reason text, click **Unlock**.

**Reason(s) for Unlocking**

You are unlocking users. Provide a reason for this action. This will be documented.


Unlocked By: Will Wittstruck

Date Unlocked: May 24, 2005 4:23:52 PM





































Reason: 1st Temporary assignment ended.

2nd **Unlock** Cancel

- c. Upon successful unlock, a message will appear and two of the icons will change for the user.

**Search Result(s)**  
 1 users were unlocked

≤ No of Hits:86 Display 10 hits per page. This is page 9 of 9 pages >

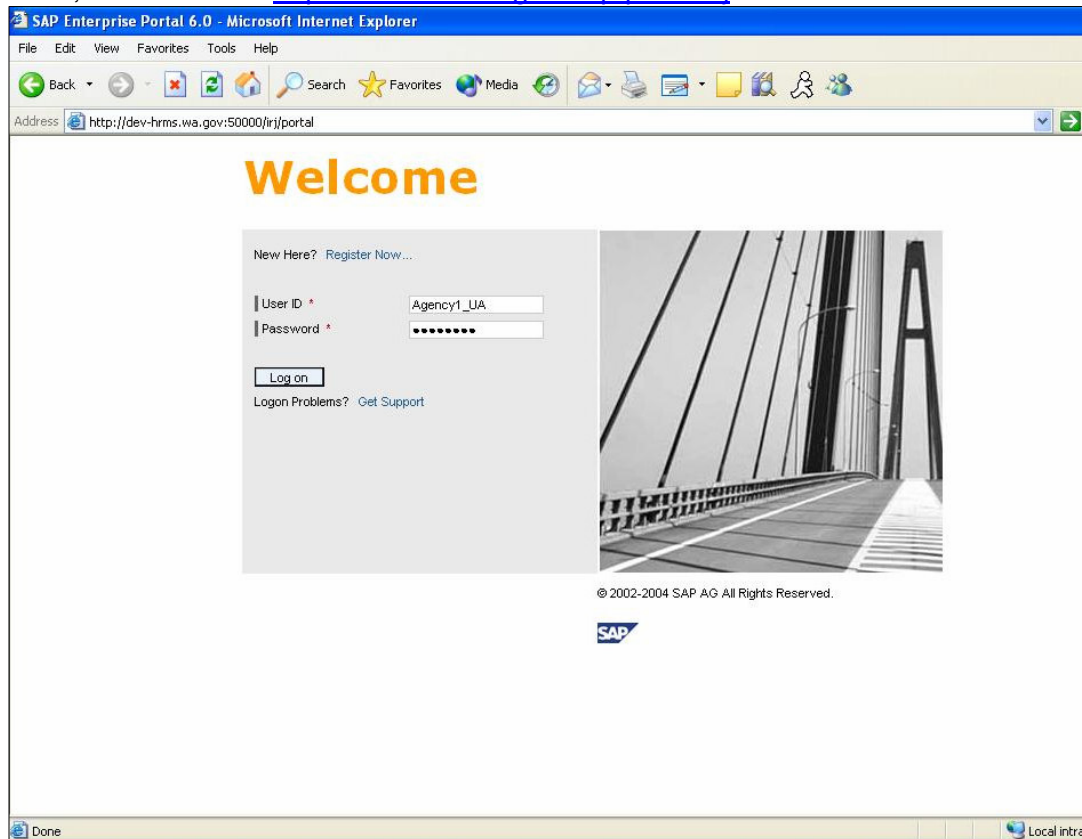
<input type="checkbox"/>	User Name ▾	User ID ▾	Company ▾	Actions
<input type="checkbox"/>	 test_wlw	dop\wlwtest	Agency3	    
<input type="checkbox"/>	 Test ID, Agency 1	agency1_test12	Agency1	    
<input type="checkbox"/>	 Trinh, Ben	dop\lbent	----	    
<input type="checkbox"/>	 User, BW	bwuser	----	    
<input type="checkbox"/>	 User Mapping, Test	dop\testusermapping	Agency1	    
<input type="checkbox"/>	 Wittstruck, Will	DOP\willw	----	    

Unlock Lock Delete Reset Password

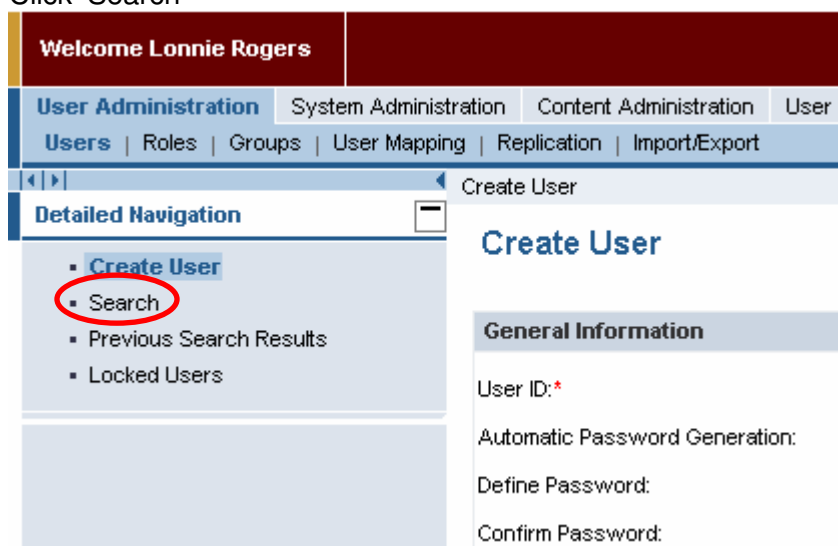
≤ No of Hits:86 Display 10 hits per page. This is page 9 of 9 pages >

## Reset Portal Password

1. Logon to Portal with your Portal UserID and Password. Open your web browser, and if *inside* the SGN (State Government Network), use this URL <http://hrms.wa.gov:50000/irj/portal>. If *outside* the SGN, use this URL: <https://fortress.wa.gov/dop/portal/irj>



2. Click 'Search'



- Enter the Portal UserID (Portal UserID is comprised of domain and network UserID; example dop\LonnieR) for which password needs to be reset, and press 'Enter' key.

**Welcome Lonnie Rogers**

**User Administration** | System Administration | Content Administration | User Administration | System Administration | Content Administration

**Users** | Roles | Groups | User Mapping | Replication | Import/Export

[Create User](#) > [Search](#)

**Detailed Navigation**

- Create User
- Search**
- Previous Search Results
- Locked Users

### Search for User

Search for user by entering any relevant information below

#### General Information

User ID:

Last Name:

First Name:

E-Mail Address:

Form of Address:

Language:

Company:

- Do **NOT** click the 'Reset Password' button – The new password will not be displayed. Check box next to User's name, and click to edit.

[Create User](#) > [Search](#) | [Back](#)

### Search Result(s)

**Searched for "User ID"="dop\lonnier"**

< No of Hits:1 Display  hits per page. This is page  of 1 pages >

<input type="checkbox"/>	User Name	User ID	Company	Actions
<input checked="" type="checkbox"/>	Rogers, Lonnie	dop\LonnieR	----	

Unlock Lock Delete **Reset Password**

< No of Hits:1 Display  hits per page. This is page  of 1 pages >




5. Do **NOT** check 'Automatic Password Generation'. Password will not be displayed. Enter password in **both** 'Define Password' and 'Confirm Password' fields, and press 'Enter' key. Make note of the password, so that you can provide it to the User.

Create User > Search

### Modify User

This form allows you to modify a user. You can use the expand/minimize icon on the far right of

**General Information**

User ID:	dop\LonnieR
Password:	<input type="checkbox"/> Automatic Password Generation
Define Password:	<input type="password" value="•••••"/>
Confirm Password:	<input type="password" value="•••••"/>
Account Status:	Active 

6. The following message will be displayed.

Create User > Search

### Search Result(s)

**Attribute(s) of user Rogers, Lonnie were changed**

< No of Hits:1 Display  hits per page. This is page  of 1 pages >

<input type="checkbox"/>	<input type="text" value="v"/>	User Name <input type="text" value="v"/>	User ID <input type="text" value="v"/>	
<input type="checkbox"/>	<input checked="" type="radio"/>	Rogers, Lonnie	dop\LonnieR	----

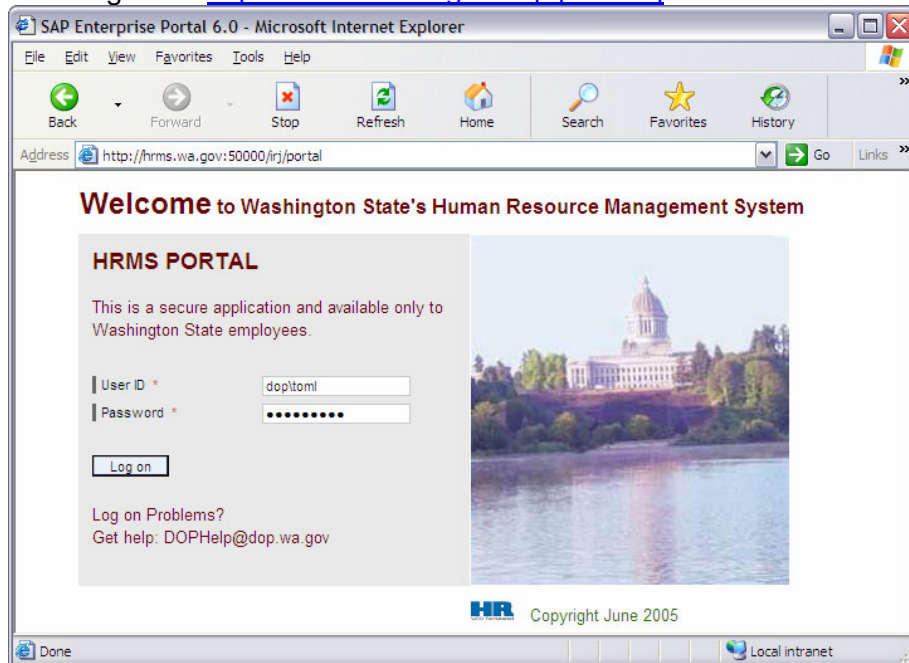
Unlock Lock Delete Reset Password

< No of Hits:1 Display  hits per page. This is page  of 1 pages >

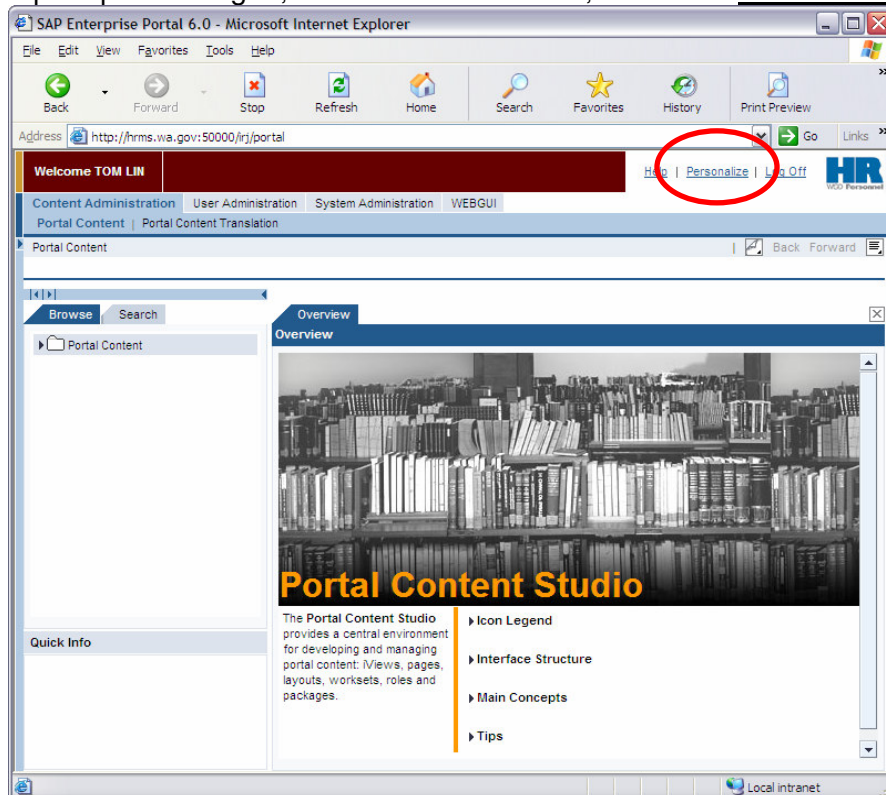
7. Contact User with new Portal password.

## Portal UserID Mapping for the End User

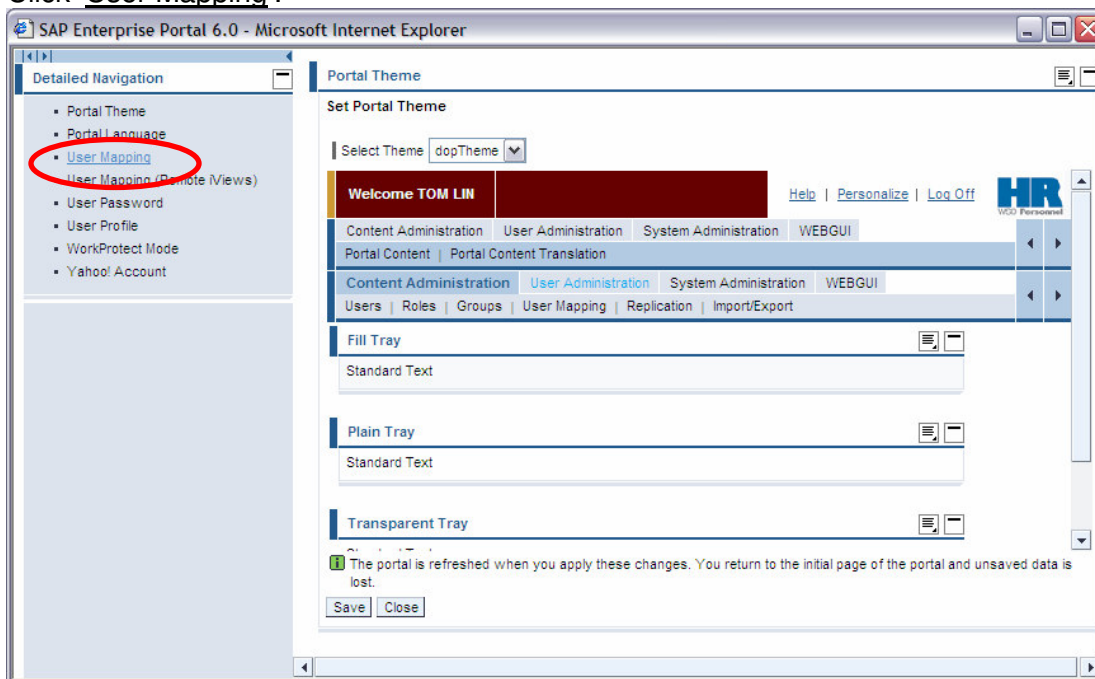
1. Logon to Portal with your Portal UserID and Password. Open your web browser, and if *inside* the SGN, enter the following URL: <http://hrms.wa.gov:50000/irj/portal>. If *outside* the SGN, enter the following URL: <https://fortress.wa.gov/dop/portal/irj>



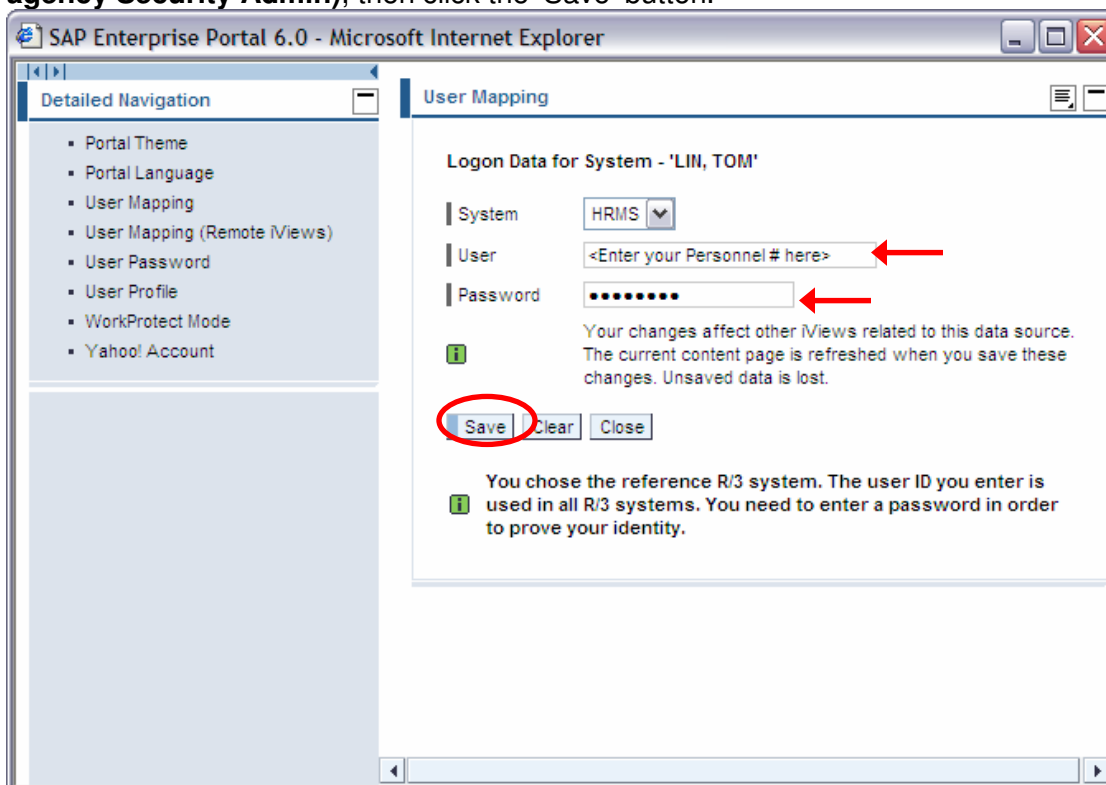
2. If prompted for logon, click the cancel button, then click 'Personalize'.



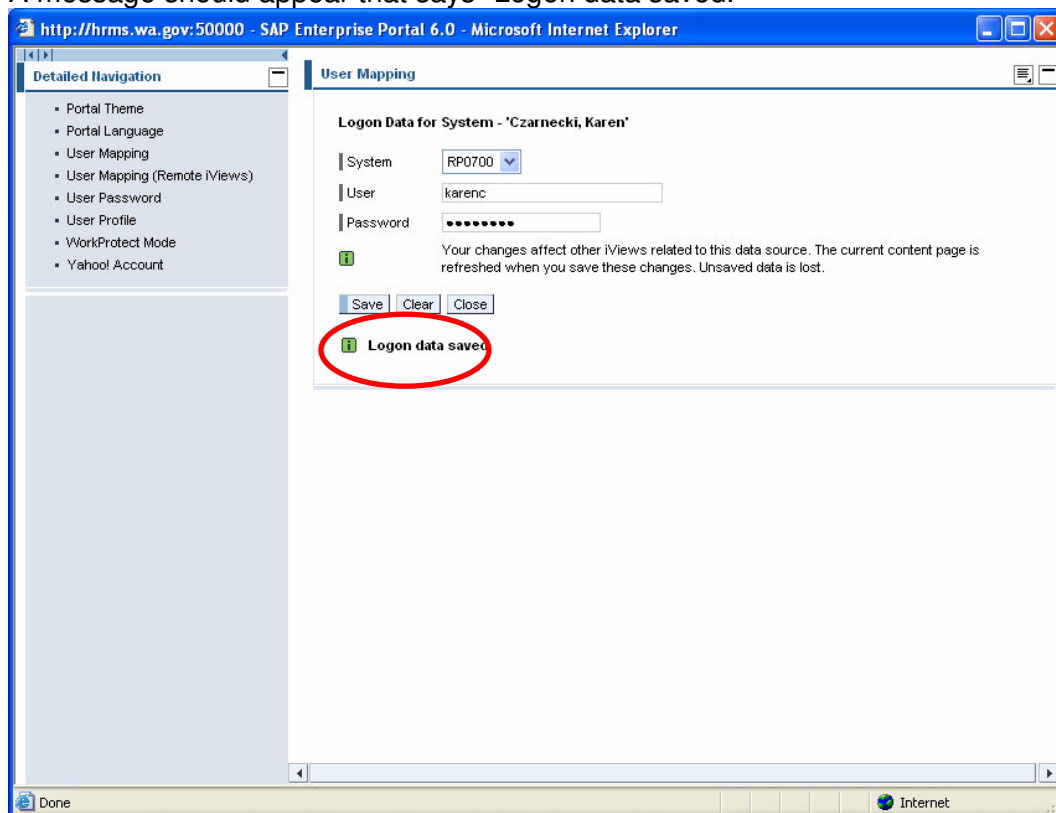
3. Click 'User Mapping'.



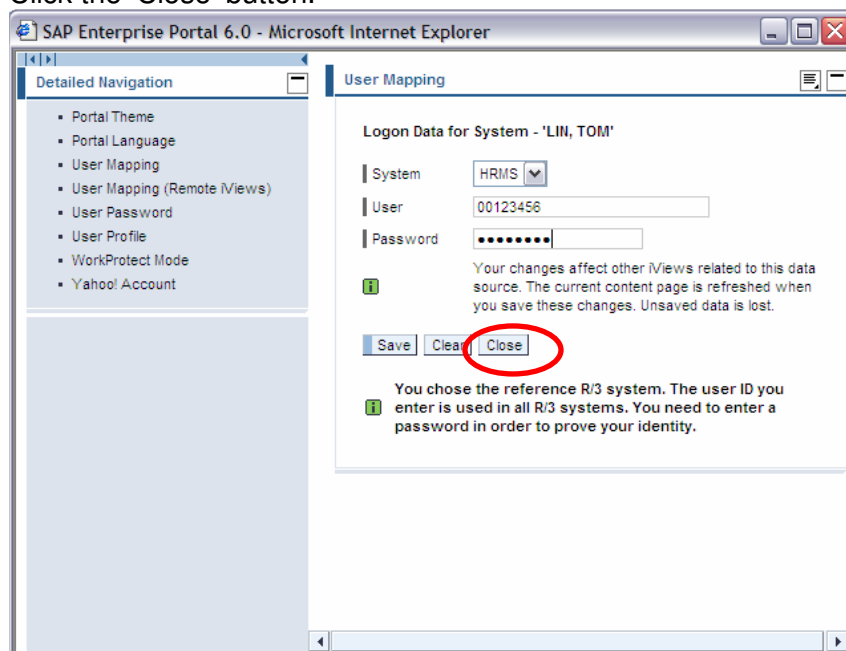
4. Confirm the system is 'HRMS', enter your **R3/HRMS UserID** and password (your **R3/HRMS UserID is your personnel number, including leading zeroes, and was distributed by your agency Security Admin**), then click the 'Save' button.



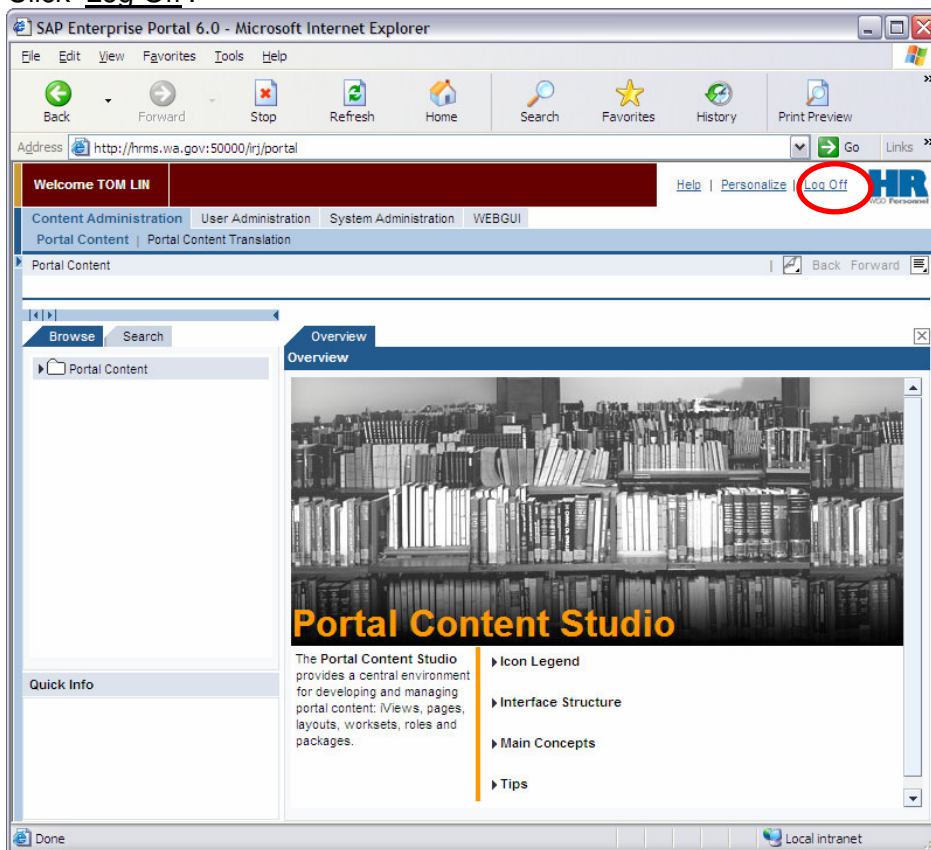
5. A message should appear that says "Logon data saved."



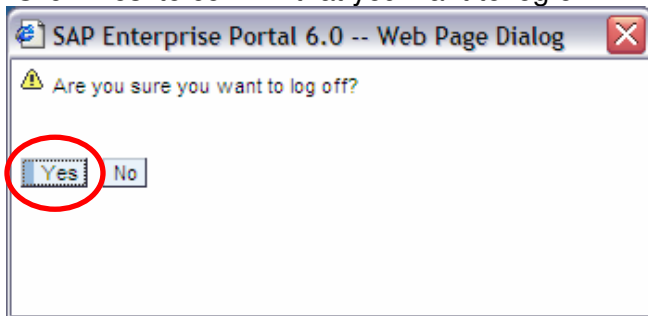
6. Click the 'Close' button.



7. Click 'Log Off'.

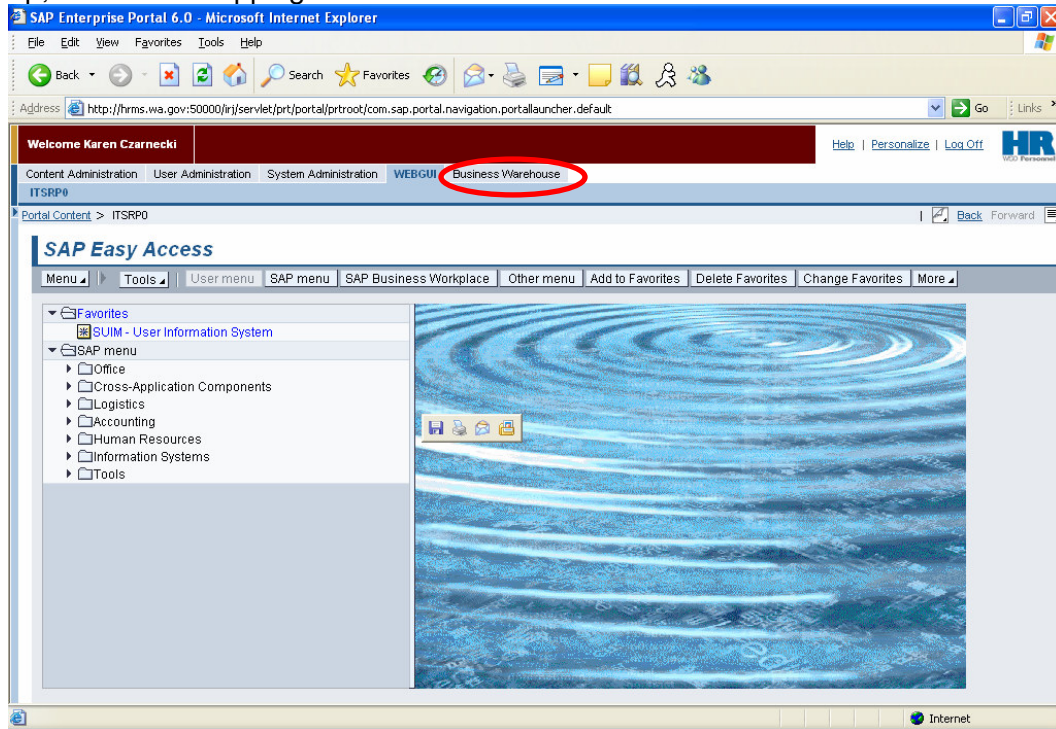


8. Click 'Yes' to confirm that you want to log off.



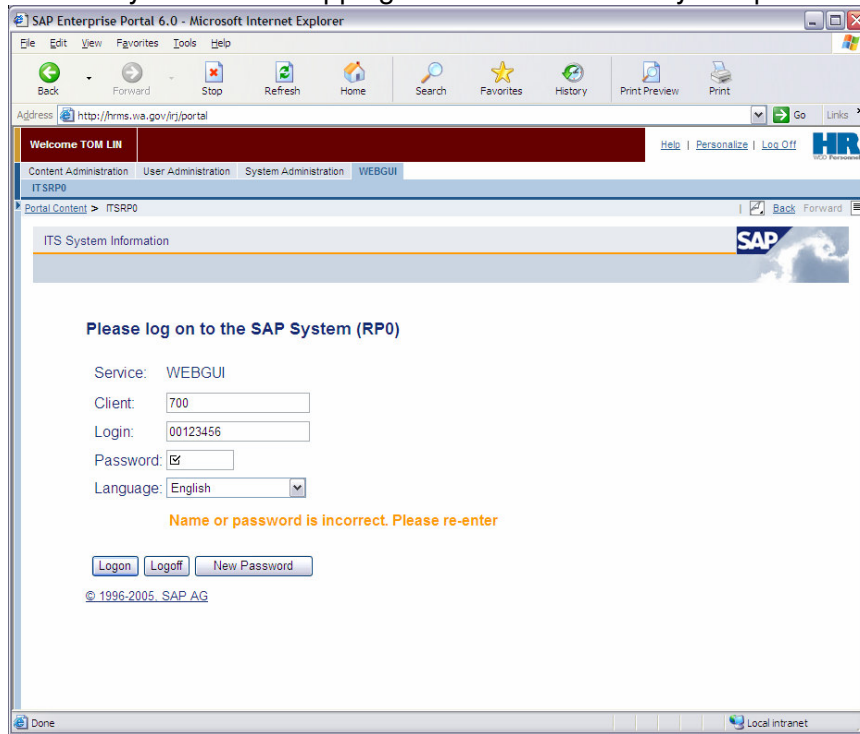
9. Logon to Portal with your Portal UserID and Password. Open your web browser, and if *inside* the SGN, enter the following URL: <http://hrms.wa.gov:50000/irj/portal>. If *outside* the SGN, enter the following URL: <https://fortress.wa.gov/dop/portal/irj>

10. Click on the 'WebGUI' and/or 'Business Warehouse' tab. In either case, if the application comes up, then User mapping was successful.



## **TROUBLESHOOTING**

1. The following screen will appear If UserID did not map correctly in portal. Repeat Steps 1 – 10 as necessary until User mapping has been successfully completed.



2. If you are having trouble logging onto Portal, go to this website to ensure that your internet settings are correct: <http://hrms.dop.wa.gov/TechInfo/SSOBrowserReq.htm>

**\*\*Please contact your agency Security UserID Administrator if you have issues with the Portal User mapping process**

# Security Authorization Administrator

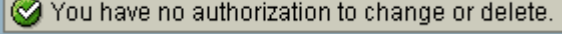



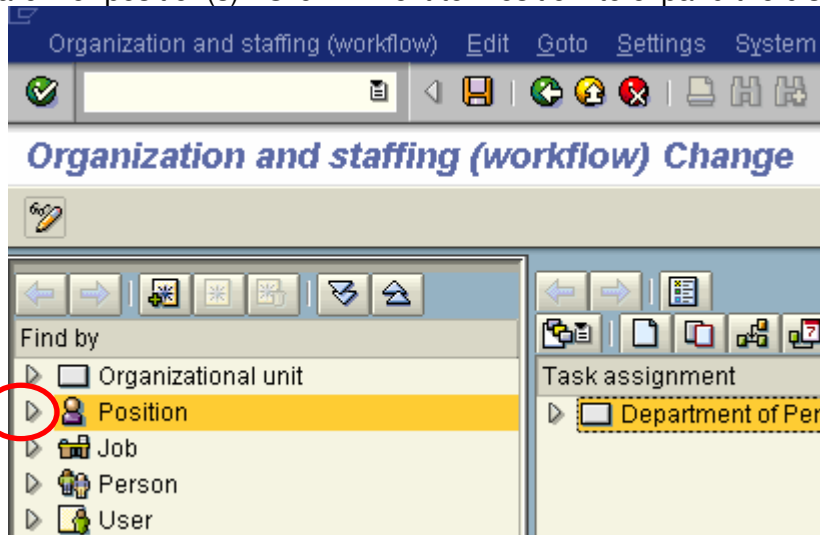
HR

## Find SAP position number (PPOMW)

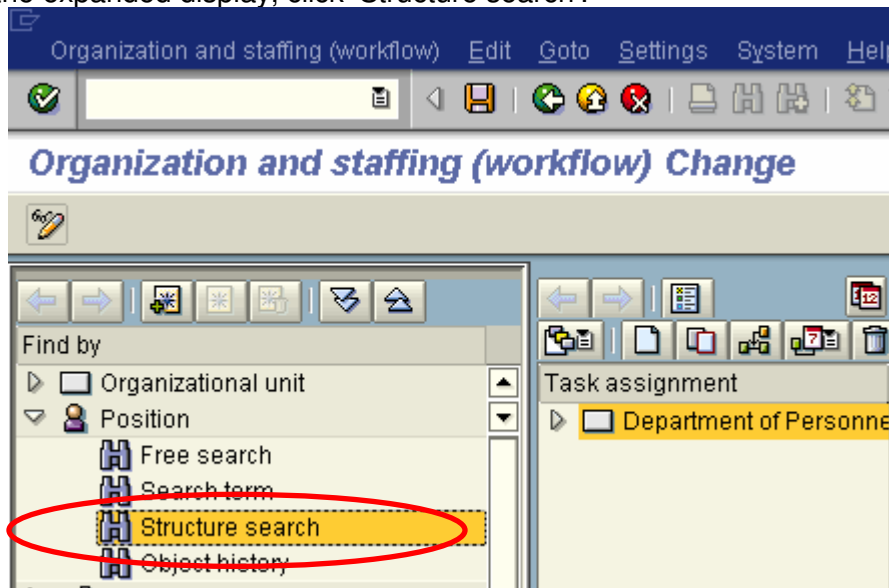
Prerequisites:

- ✓ User's name

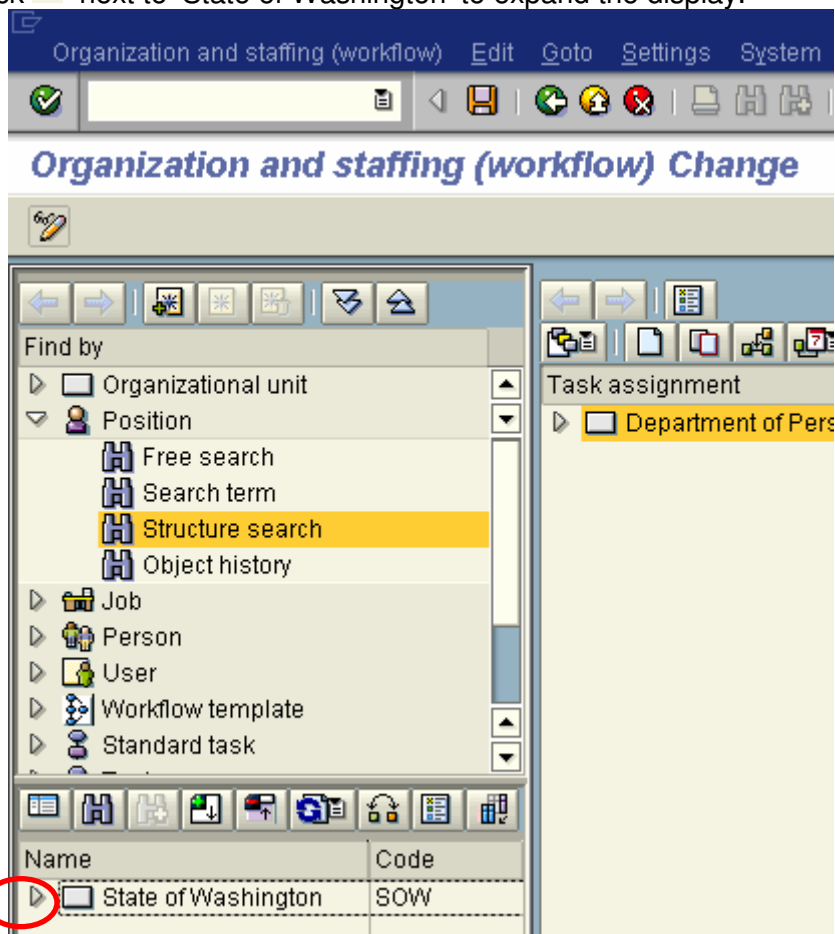
1. Enter transaction '**PPOMW**' (/nPPOMW). You will see  in the status area. Disregard this message and continue.
2. Search for position(s). Click  next to 'Position' to expand the display.



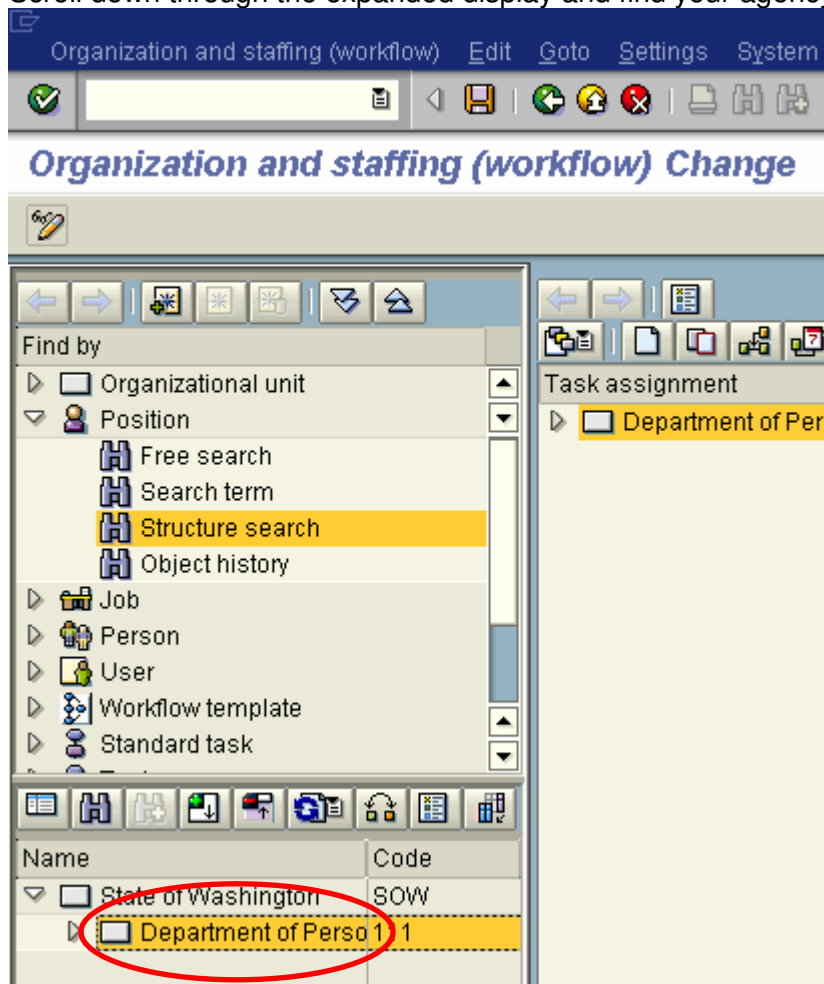
3. In the expanded display, click 'Structure search'.




4. Click  next to 'State of Washington' to expand the display.

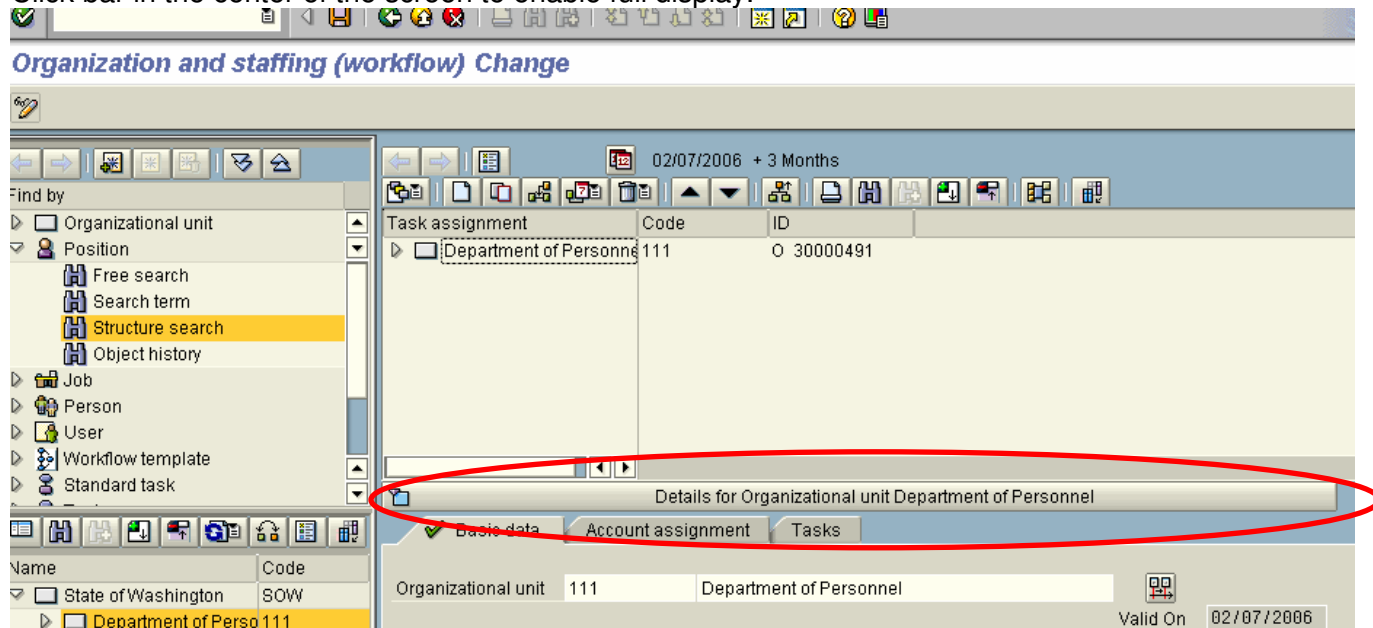


5. Scroll down through the expanded display and find your agency. Double click Agency name.

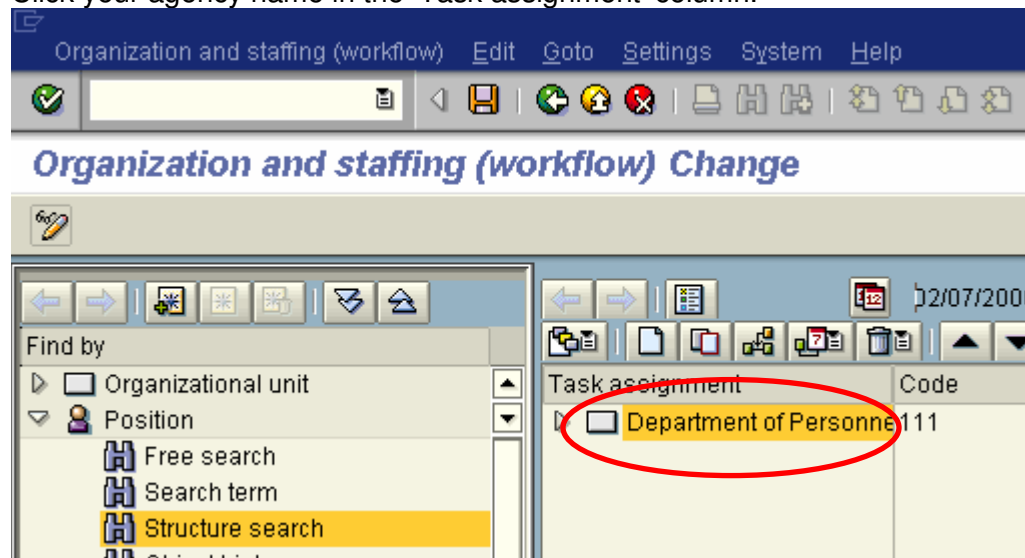


6. You will see  You have no authorization to change or delete. in the status area; disregard this message, and continue.

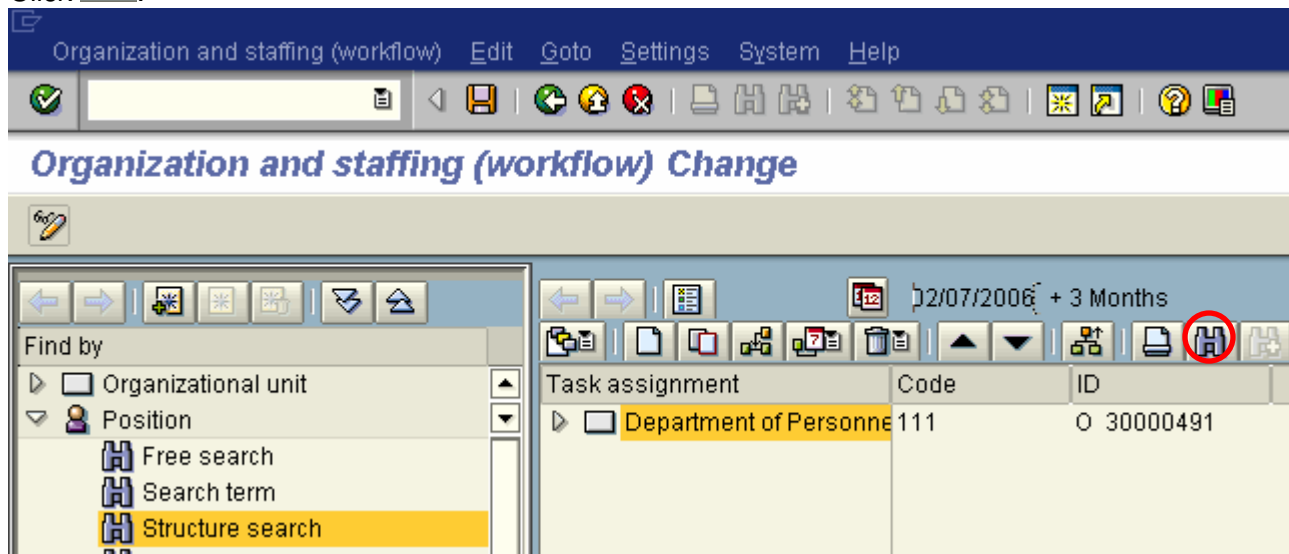
7. Click bar in the center of the screen to enable full display.



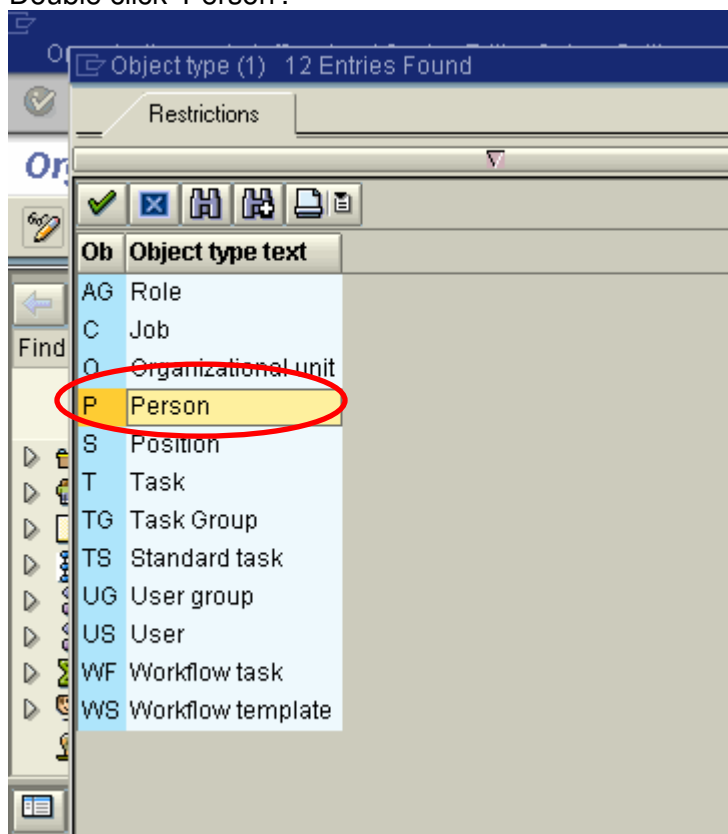
8. Click your agency name in the 'Task assignment' column.




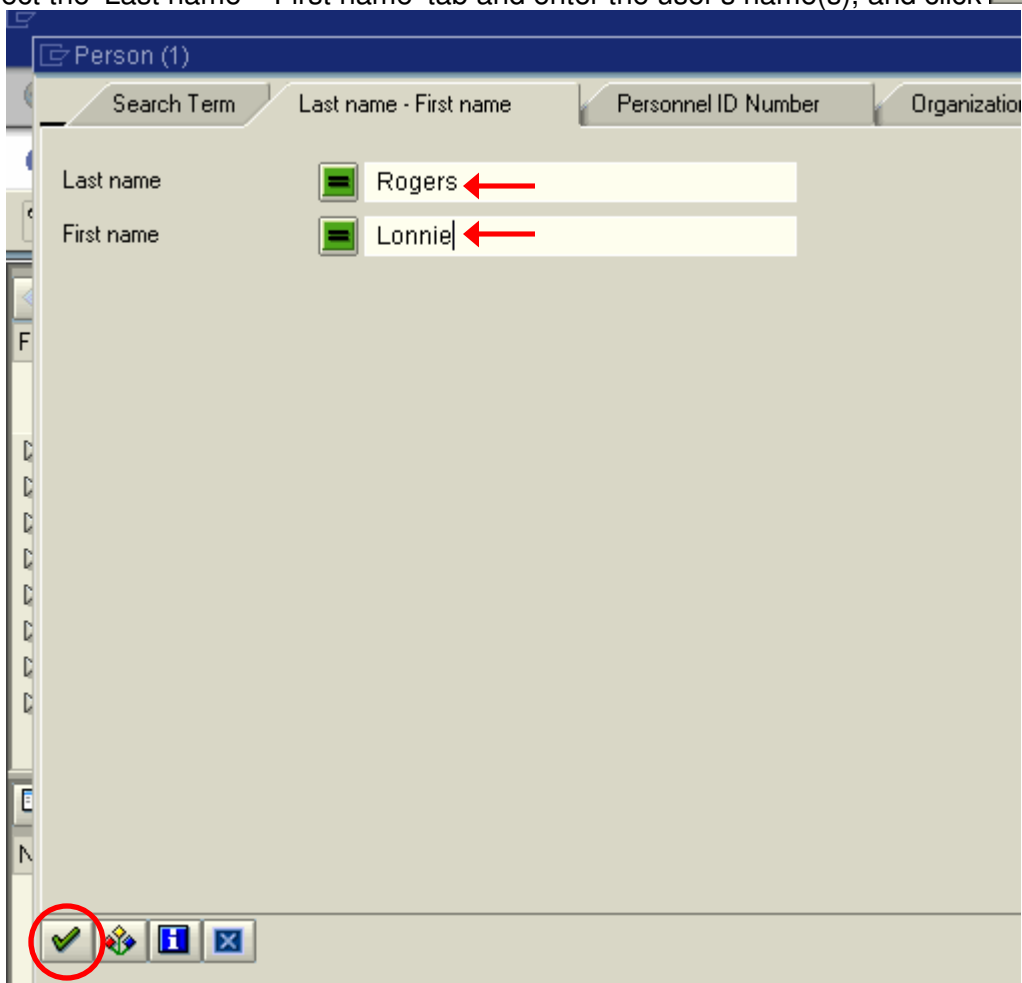
9. Click .



10. Double click 'Person'.



11. Select the 'Last name – First name' tab and enter the user's name(s), and click .








Person (1)

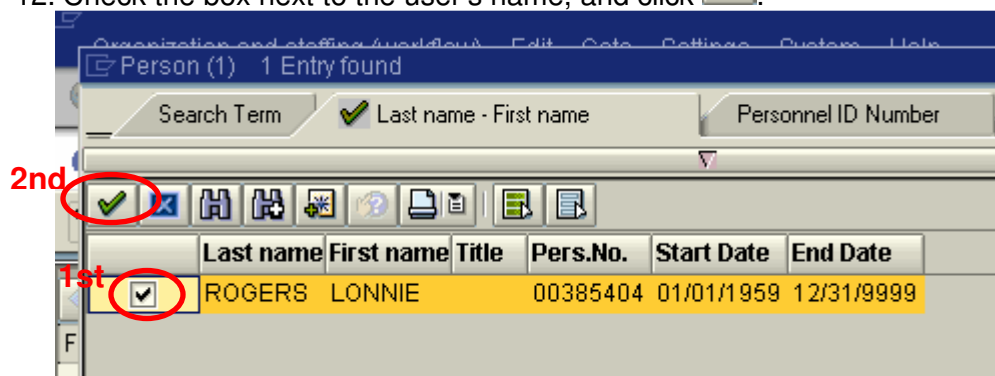
Search Term   Last name - First name   Personnel ID Number   Organization

Last name

First name


   









12. Check the box next to the user's name, and click .




Organization and staffing (workflow)   Edit   Copy   Settings   Custom   Help

Person (1)   1 Entry found

Search Term    Last name - First name   Personnel ID Number

**2nd**        

	Last name	First name	Title	Pers.No.	Start Date	End Date
<b>1st</b> 	ROGERS	LONNIE		00385404	01/01/1959	12/31/9999

13. The requested position information is displayed on the right side of the screen. The SAP position number is prefixed with 'S'.

The screenshot displays the SAP HR Position Management interface. On the left, the 'Find by' section shows a search path: Organizational unit > Position > Structure search. Below this, the search results show 'State of Washington' (SOW) and 'Department of Perso 111'. On the right, a table lists task assignments with columns for Task assignment, Code, and ID. The entry 'IT SPEC 5' with Code '0406' and ID 'S 70084273' is highlighted with a red circle. Below this entry, a list of related tasks is shown, including 'Centralized S', 'Centralized S', 'St of WA Data', 'IT SPEC 5', and 'ROGERS LOI'.


Task assignment	Code	ID
PAYROLL SME	P541	S 70081876
HUM RES CNSL	P545	S 70081878
HUM RES CNSL	P546	S 70081879
CONTRACTS SP	P550	S 70081880
IT SPEC 5	P551	S 70081881
IT SPEC 5	P552	S 70081882
ADM ASST 4	0147	S 70081897
IT SPEC 3	0398	S 70081936
HRMS DEV MAN	0399	S 70081937
IT SPEC 4	0401	S 70081938
HRMS FUNC/CO	0404	S 70081939
BW TEAM LEAD	0405	S 70081940
INFO TEC S/A S	0408	S 70081942
FISCAL ANALYST	0409	S 70081943
R2 HRMS	P540	S 70084262
HUM RES CNSL	P547	S 70084263
WMS BAND 3	P543	S 70084271
IT SPEC 5	0406	S 70084273
Centralized S	SR3P_CS_AUT AG	SR3P_CS_AU
Centralized S	SR3P_CS_USEAG	SR3P_CS_US
St of WA Data	SR3P_SOW_D/AG	SR3P_SOW_L
IT SPEC 5	479M	C 50001668
ROGERS LOI	ROGERS	P 00385404
CLASSIFIED ORG UIDC		O 30000515
BOARD AND OTHERX1		O 30008032



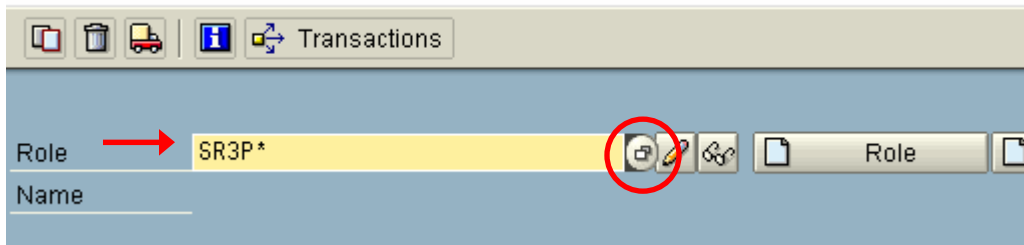
## Assign Roles to Positions (PFCG)


Prerequisites:

- ✓ Role name(s)
- ✓ SAP position number(s).

1. Enter transaction '**PFCG**' (/nPFCG) to assign roles to positions.
2. If you know the fully qualified role name, enter it in the 'Role' field, and skip to Step 5. Otherwise, search for a role that needs to be assigned to a position. Key SR3P\* (for single role) or CR3P\* (for composite role) and click .

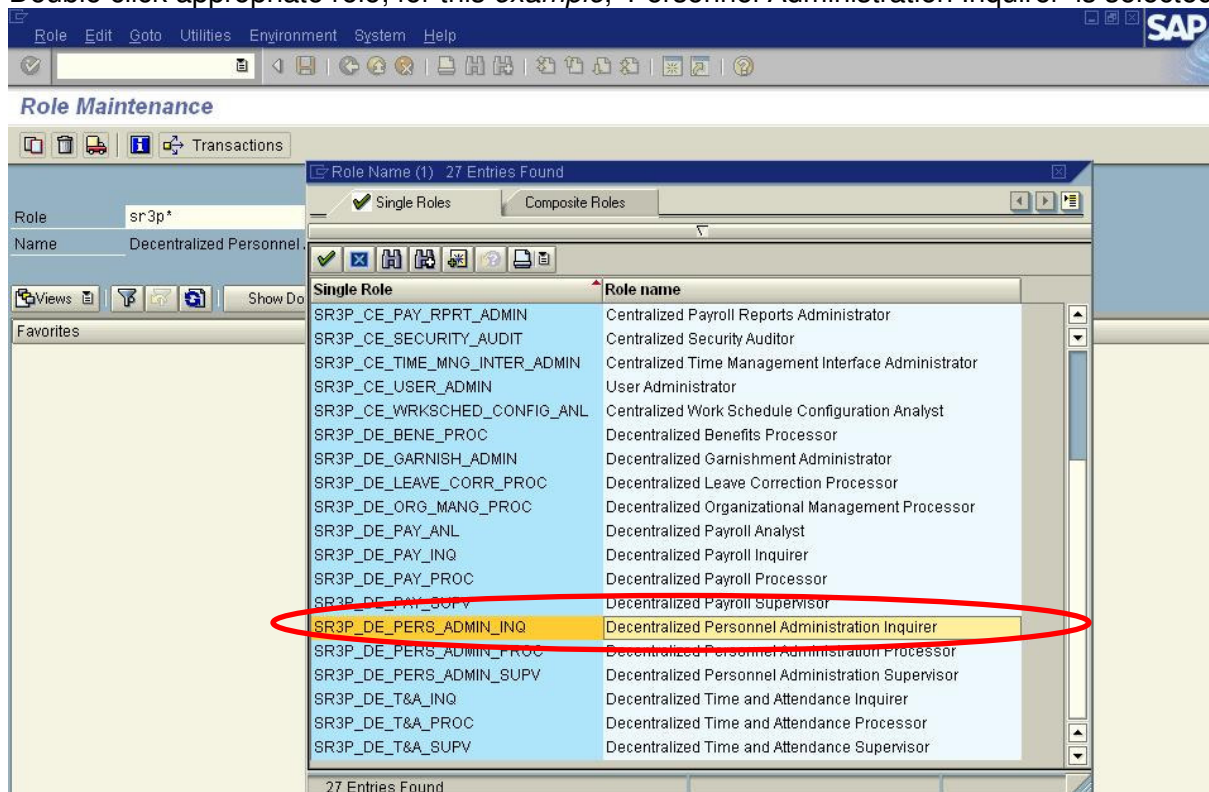
### Role Maintenance




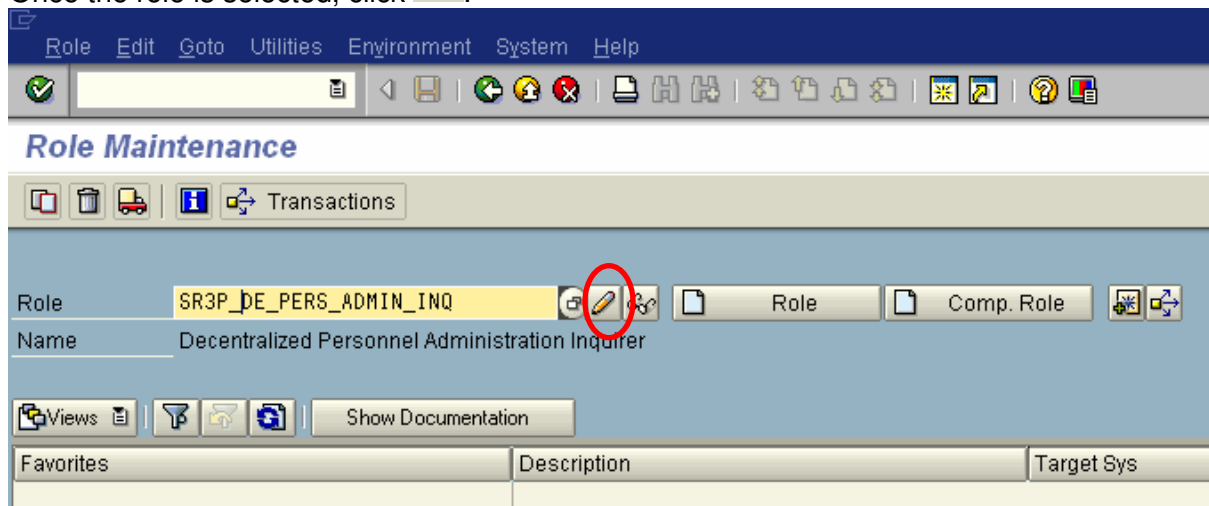
3. Verify/confirm the proper tab ('Single Roles' for SR3P\*; 'Composite Roles' for CR3P\*), update 'Maximum no. of hits' to 999, and click .



4. Double click appropriate role; for this *example*, 'Personnel Administration Inquirer' is selected.

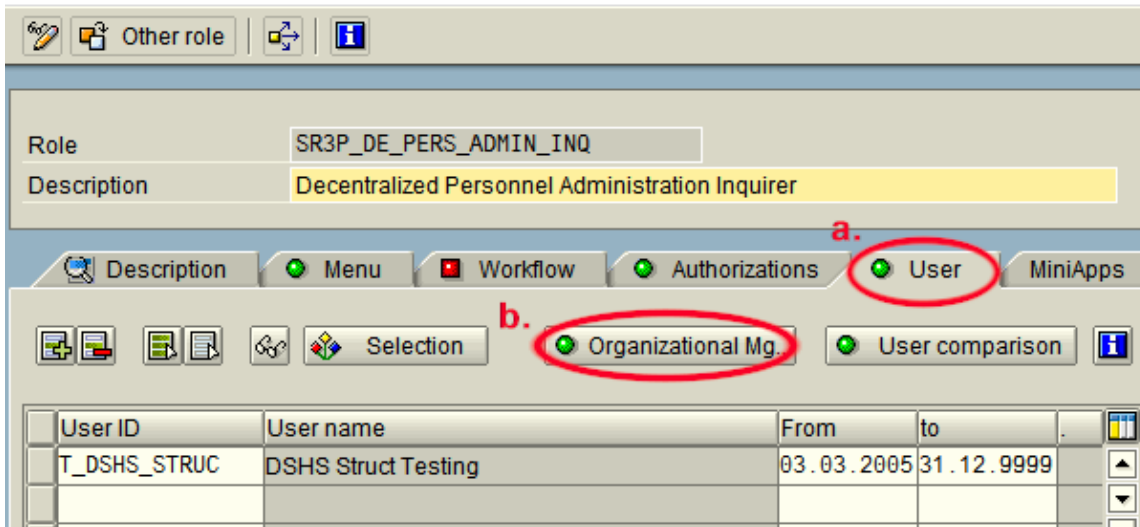


5. Once the role is selected, click .



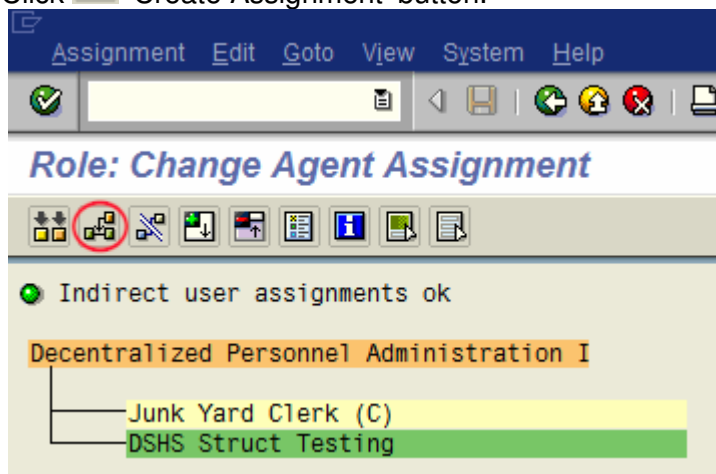
6. Update the Role
  - a. Click 'User' tab
  - b. Click "Organizational Mg..." button. **IF this button does not appear**, click , then click 'Goto' pull-down menu (on menu bar), select 'Settings' and select 'Complete View (Org Mgmt & Workflow)'. Then, repeat Step 5 above.

### Change Roles



User ID	User name	From	to
T_DSHS_STRUC	DSHS Struct Testing	03.03.2005	31.12.9999

7. Click  'Create Assignment' button.



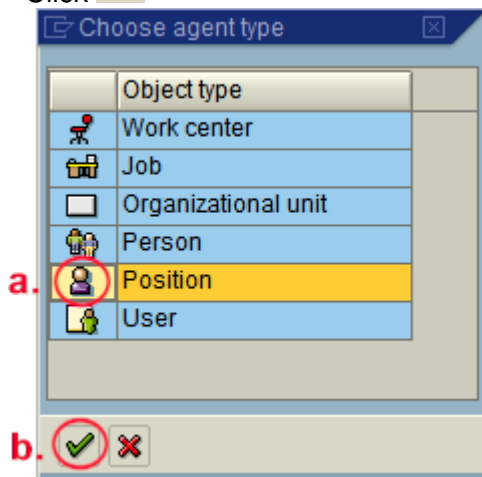
Indirect user assignments ok

- Decentralized Personnel Administration I
  - Junk Yard Clerk (C)
  - DSHS Struct Testing

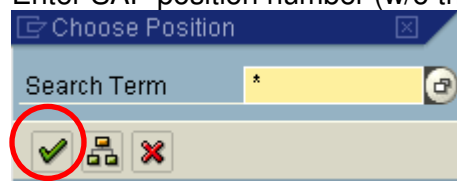
8. Choose agent type

a. Click 'Position'

b. Click 




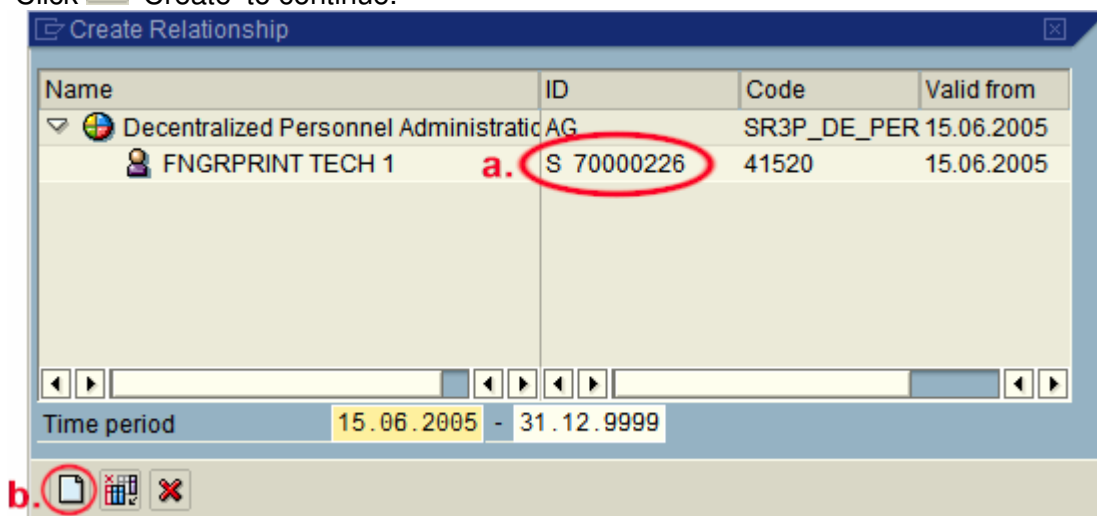
9. Enter SAP position number (w/o the 'S') in 'Search Term' field (overlay/replace the \*), and click .






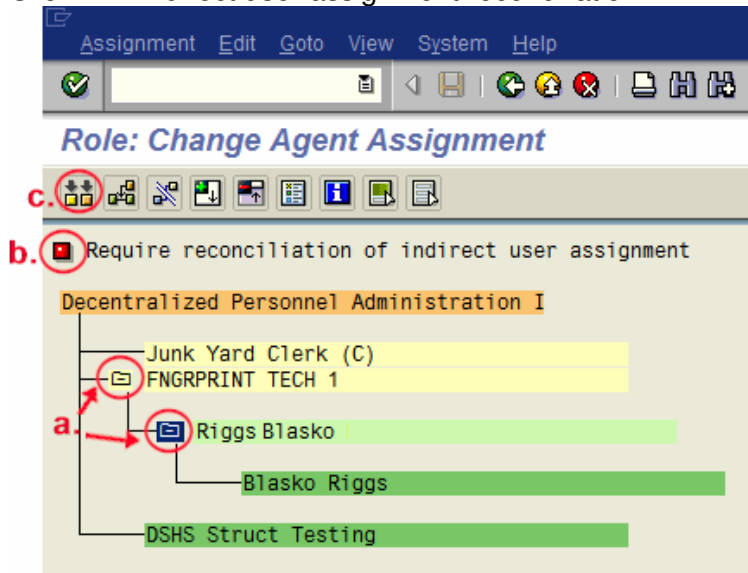
8. The appropriate role and position should be displayed.

a. Confirm/verify SAP Position number is correct.

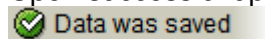
b. Click  'Create' to continue.



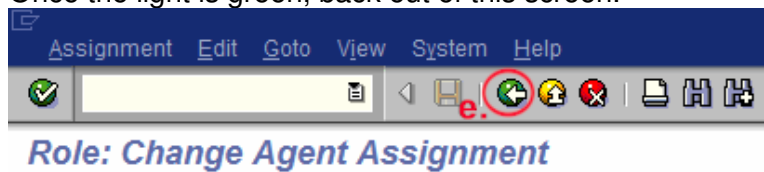
9. The position should now be displayed.
  - a. Click  to drill down within the position to make sure that it contains the correct person and the UserID.
  - b. Notice that there is a red light  at the top left of the screen.
  - c. Click  'Indirect user assignment reconciliation'.



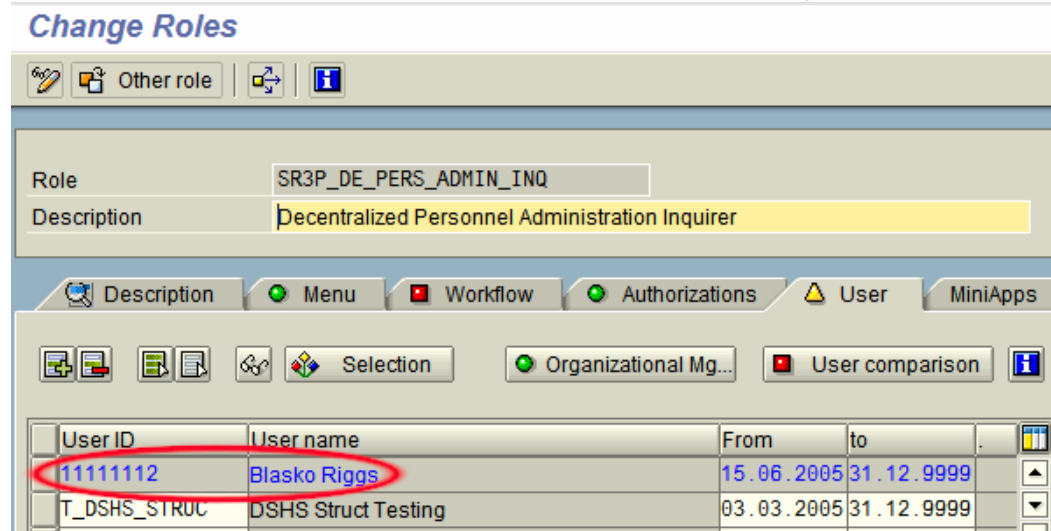
- d. Upon successful update you will see the following message in the status area:






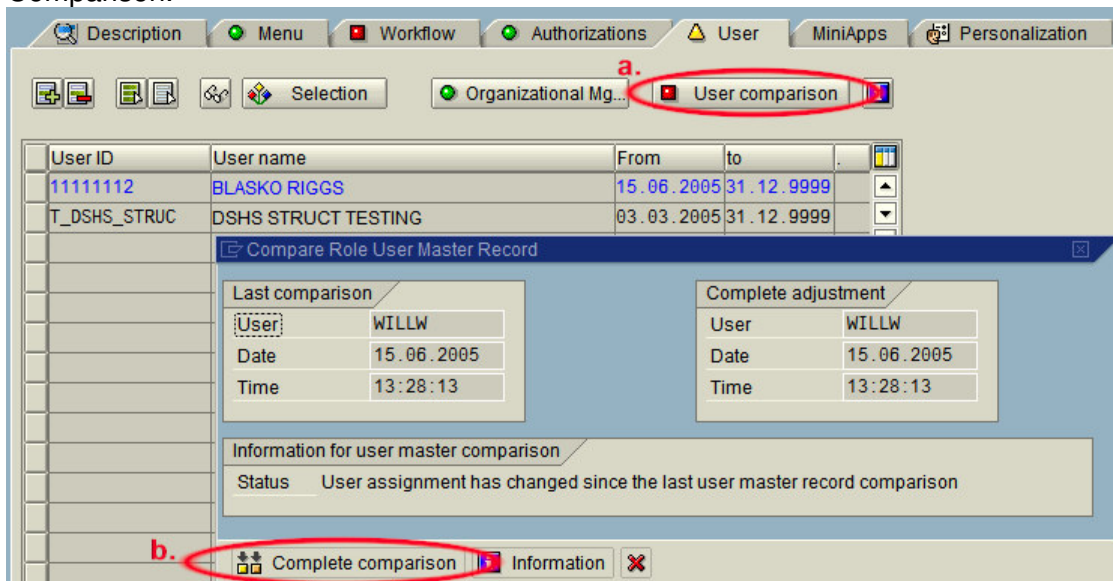
- e. Once the light is green, back out of this screen.



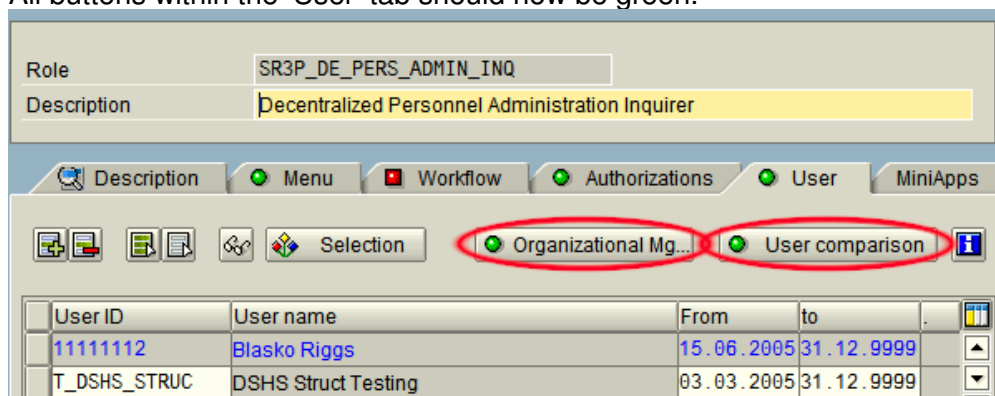
10. The UserID and user name should now be included in the list, in blue.



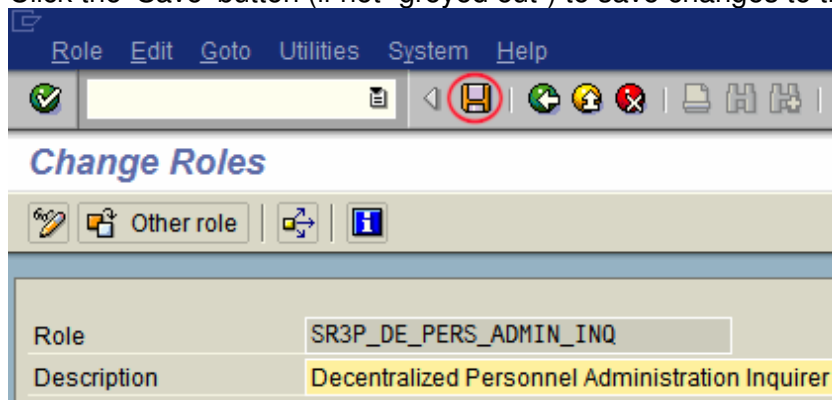
11. If  **User comparison** 'User comparison' button is red,
- Click  **User comparison** button
  - In the Compare Role User Master Record popup, click  **Complete comparison** 'Complete Comparison.'



12. All buttons within the 'User' tab should now be green.



13. Click the 'Save' button (if not "greyed out") to save changes to the role.




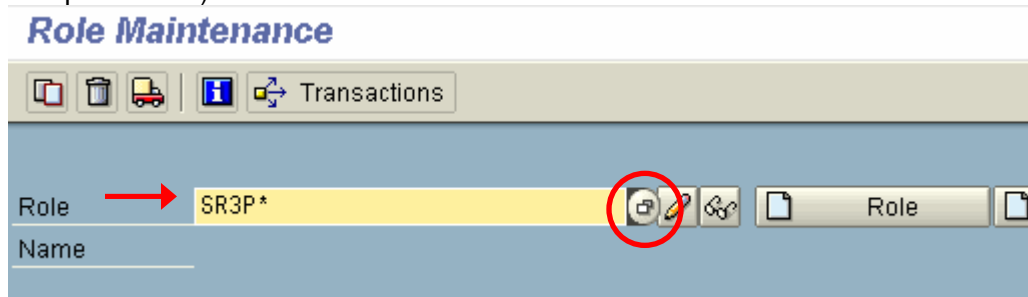
14. Assign your agency data profile, if not already assigned to the position. Follow the same steps for [Assign Roles to Positions \(PFCG\)](#) using the Data Profile Access role with the following naming convention: SR3P\_XXXX\_DATA\_PROFILE – where XXXX is your Personnel Area.


## Delete Roles from Positions (PFCG)

### Prerequisites:

- Role name(s)
- SAP position number(s).

1. Enter transaction '**PFCG**' (/nPFCG) to delete role(s) from position(s).
2. If you know the fully qualified role name, enter it in the 'Role' field, and skip to Step 5. Otherwise, search for a role that needs to be deleted from a position. Key SR3P\* (for single role) or CR3P\* (for composite role) and click .

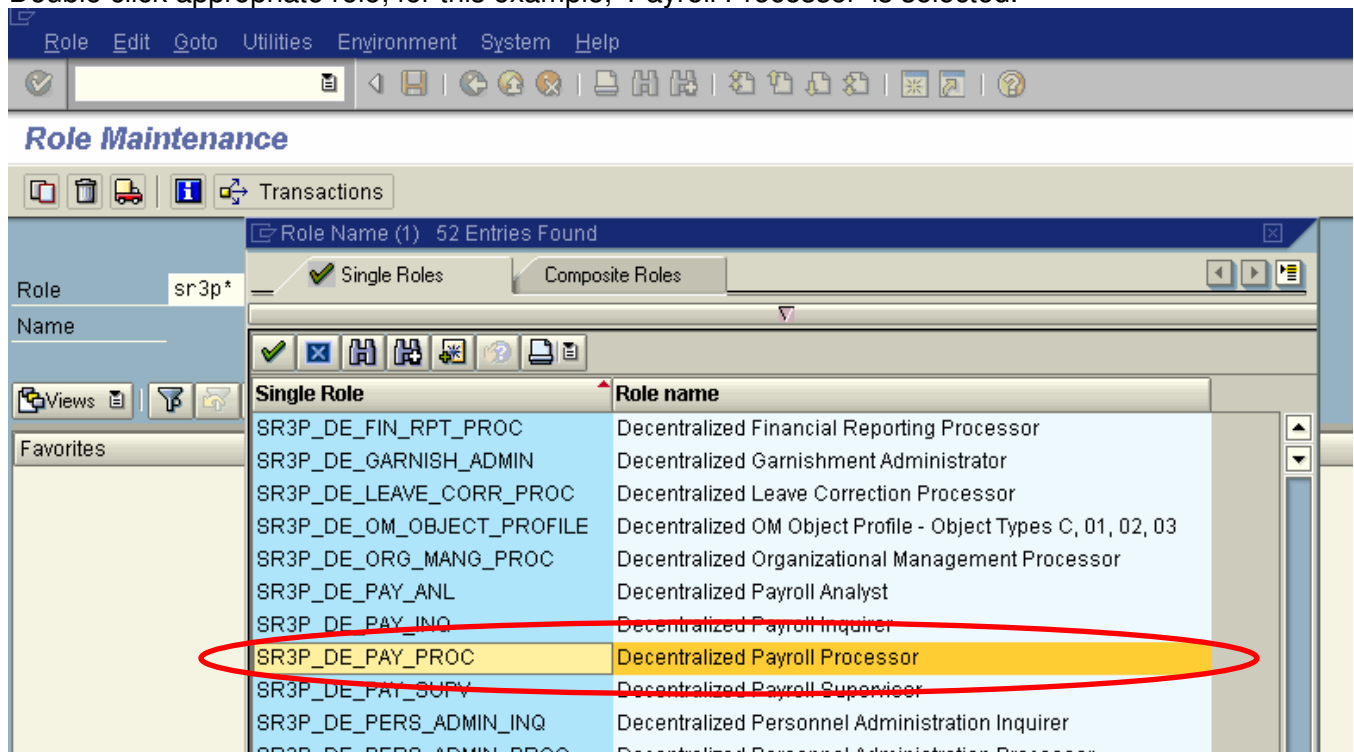



3. Verify/confirm the proper tab ('Single Roles' for SR3P\*; 'Composite Roles' for CR3P\*), update 'Maximum no. of hits' to 999, and click .

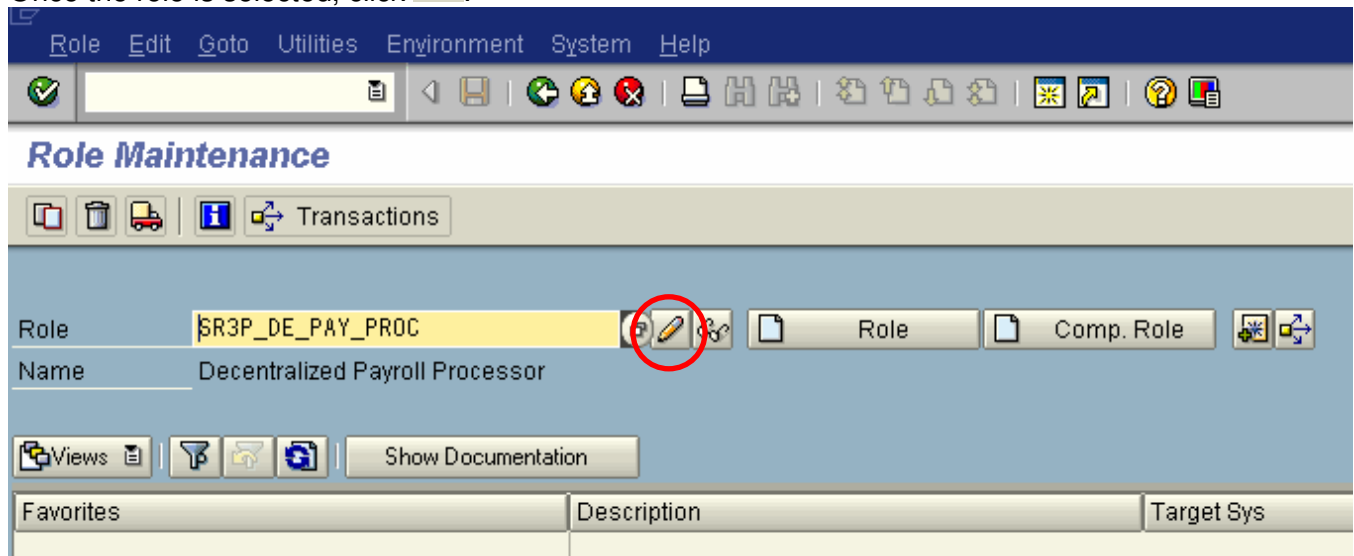





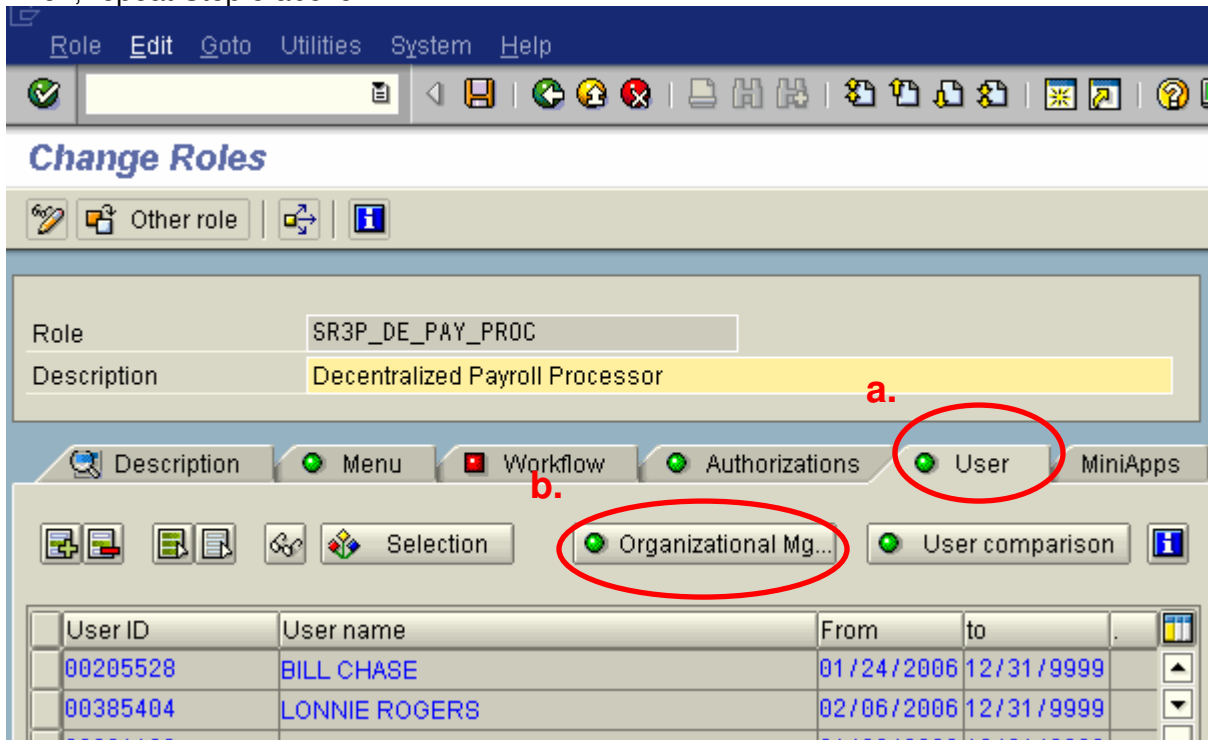
4. Double click appropriate role; for this example, 'Payroll Processor' is selected.




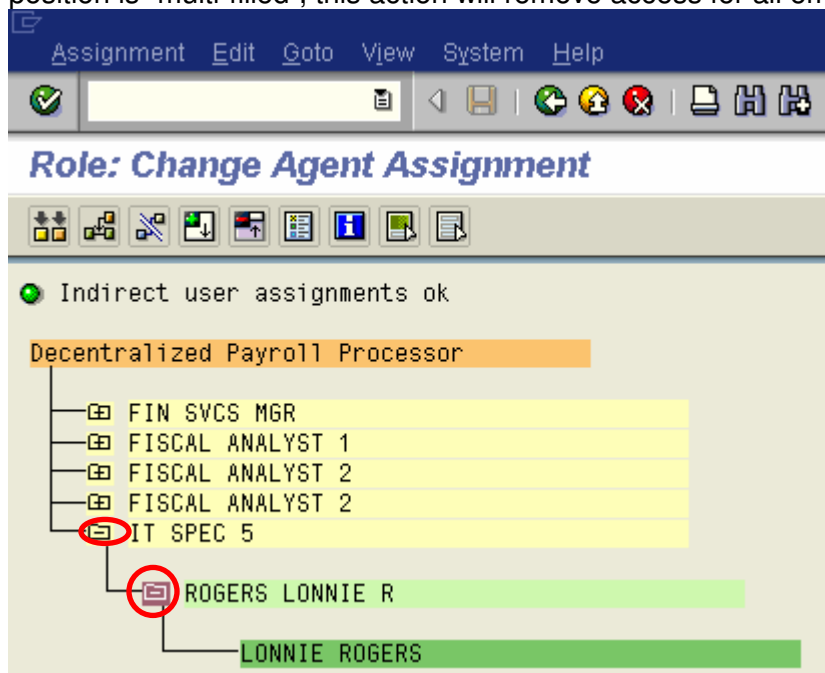
5. Once the role is selected, click .




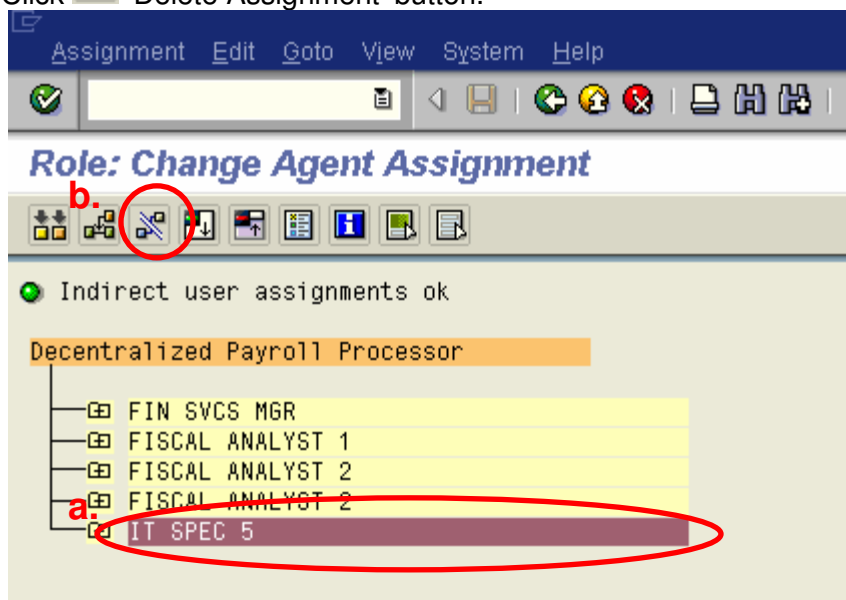
6. Update the Role
- Click 'User' tab
  - Click "Organizational Mg...". **IF this button does not appear**, click , then click 'Goto' pull-down menu (on menu bar), click 'Settings' and click 'Complete View (Org Mgmt & Workflow)'. Then, repeat Step 5 above.




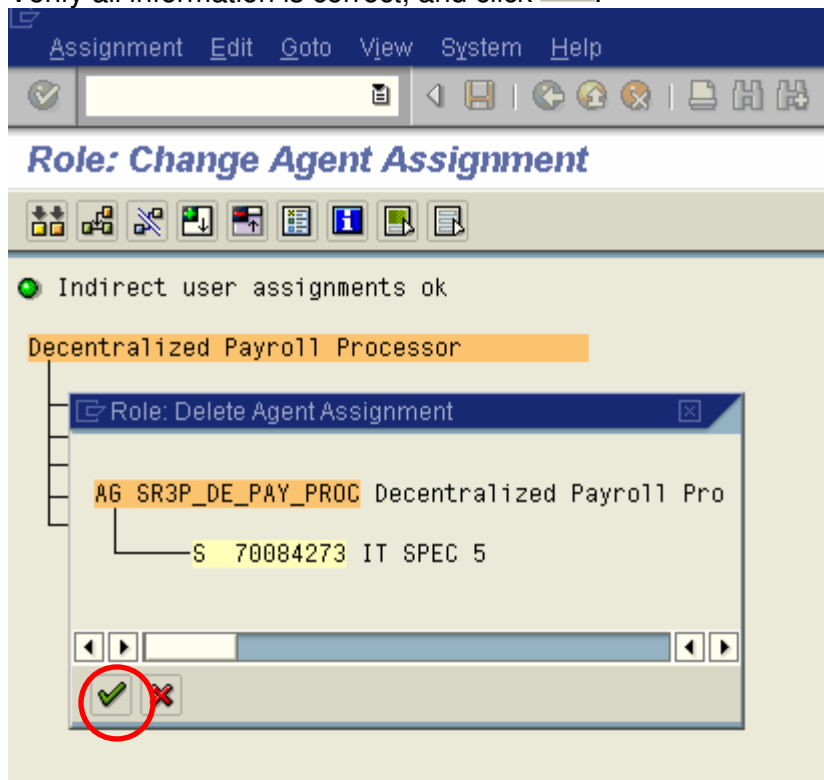
7. To display SAP position numbers, click 'View' pull-down menu bar, and then click 'Key On'. Click  to drill down; confirm/verify this change will only impact the correct person and the UserID. If position is "multi-filled", this action will remove access for all employees in this position.




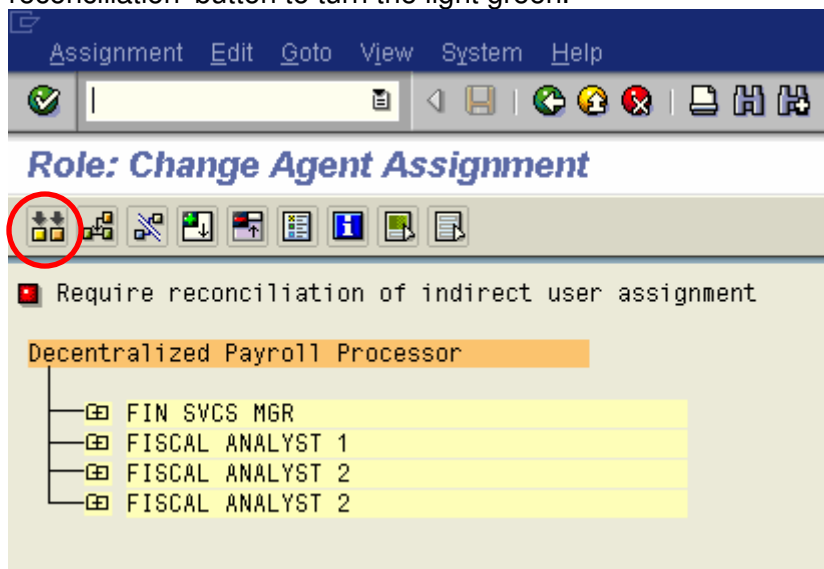
8. Delete the assignment.
- Click position to highlight it.
  - Click  'Delete Assignment' button.



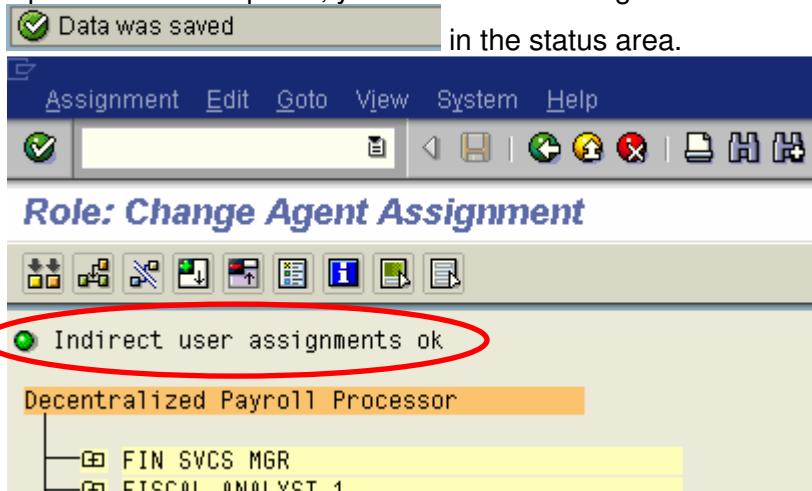
9. Verify all information is correct, and click .



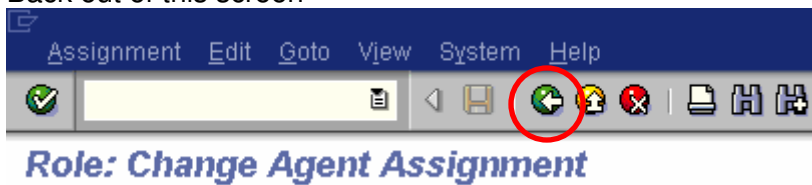
10. Notice the red light and message at the top of the screen; click  'indirect user assignment reconciliation' button to turn the light green.



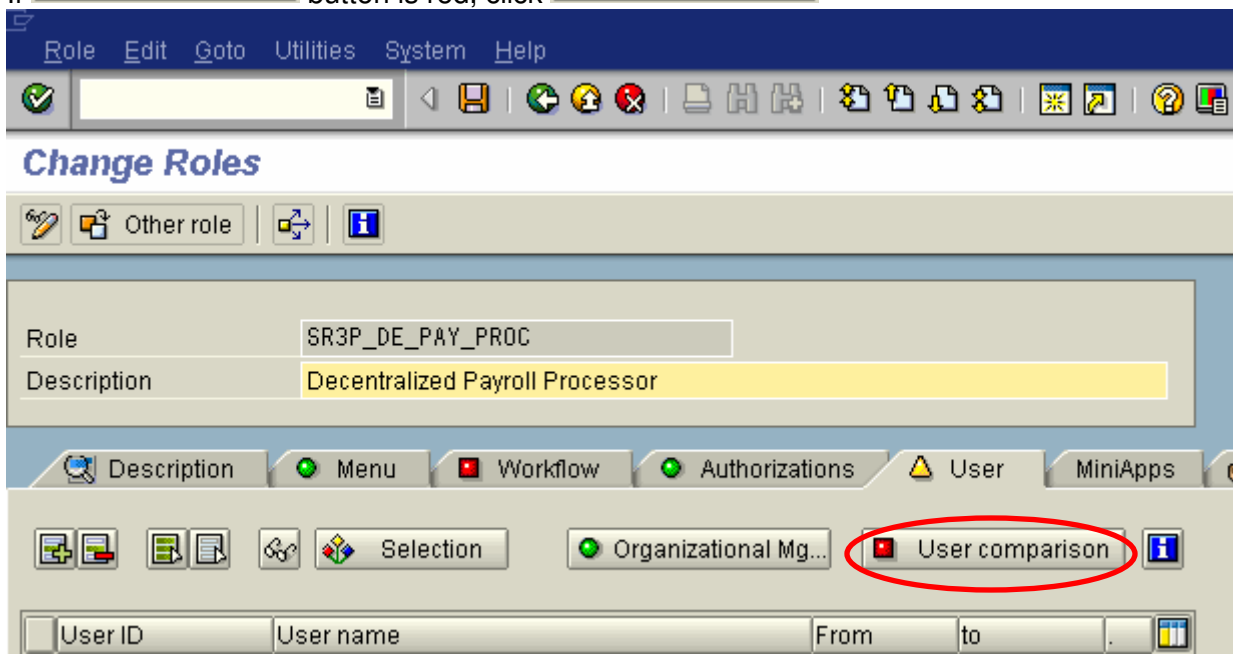
11. Upon successful update, you will see that the light has turned green, and the message




12. Back out of this screen

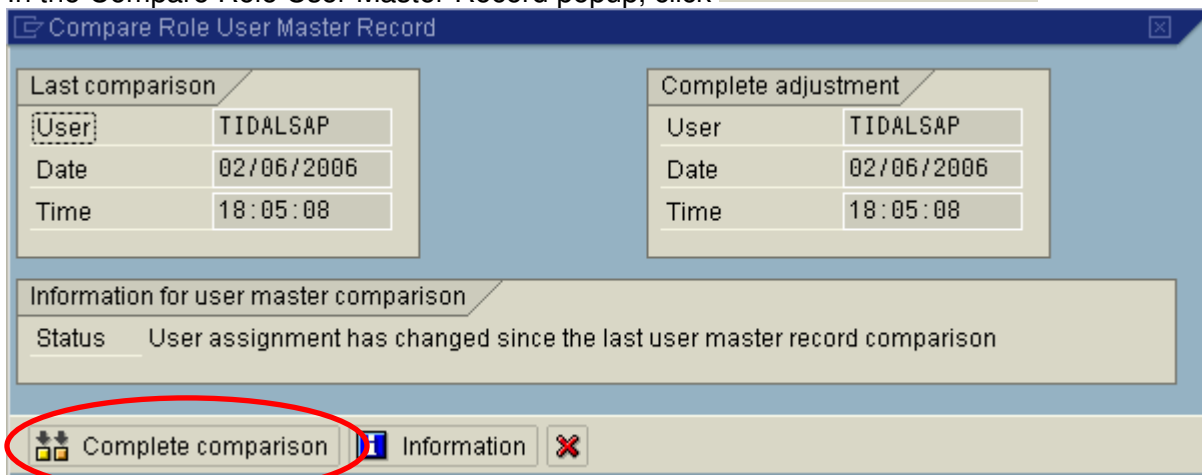


13. If ☐ User comparison button is red, click ☐ User comparison



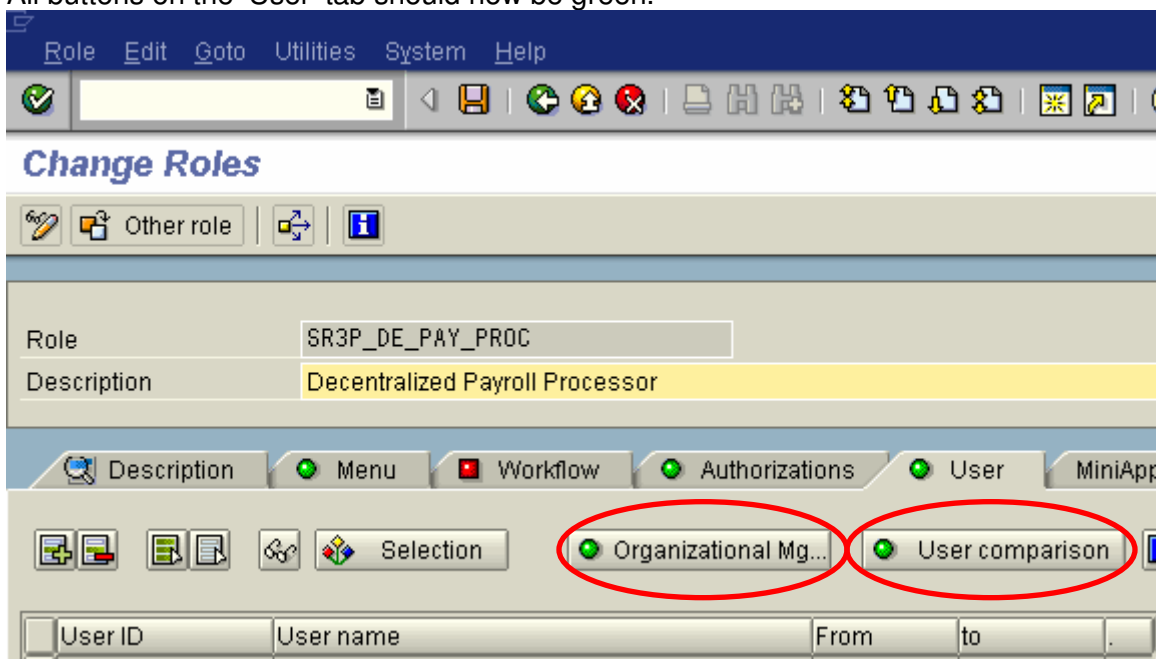
14. In the Compare Role User Master Record popup, click

 Complete comparison





The screenshot shows a 'Compare Role User Master Record' dialog box. It has two main sections: 'Last comparison' and 'Complete adjustment'. Both sections contain fields for 'User' (TIDALSAP), 'Date' (02/06/2006), and 'Time' (18:05:08). Below these is a section titled 'Information for user master comparison' with a status message: 'User assignment has changed since the last user master record comparison'. At the bottom, there are three buttons: 'Complete comparison' (highlighted with a red circle), 'Information', and a close button (X).

15. All buttons on the 'User' tab should now be green.



The screenshot shows the 'Change Roles' window. The 'Role' field is 'SR3P\_DE\_PAY\_PROC' and the 'Description' is 'Decentralized Payroll Processor'. Below this are several tabs: 'Description', 'Menu', 'Workflow', 'Authorizations', 'User', and 'MiniApp'. The 'User' tab is selected. In the 'User' tab, there are two buttons: 'Organizational Mg...' and 'User comparison', both of which are highlighted with red circles. At the bottom, there is a table with columns: 'User ID', 'User name', 'From', 'to', and a blank column.

16. Click  (if not "greyed out") to save your changes. You will see the message

 Data was saved

in the status area.


17. If you need to *unassign* your agency data profile from the position(s), follow the same steps for [Delete Roles from Positions \(PFCG\)](#) using the Data Profile Access role with the following naming convention: SR3P\_XXXX\_DATA\_PROFILE – where XXXX is your Personnel Area.

## Security Auditor

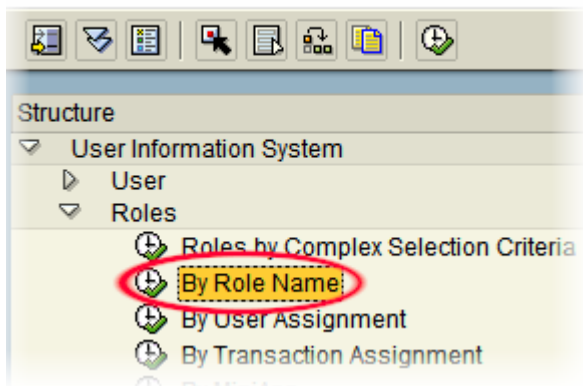
## Display Users by Role (SUIM)



1. Enter transaction 'SUIM' (/nSUIM) to Display Users by Role

### 2. Display Users for a Specific Role:

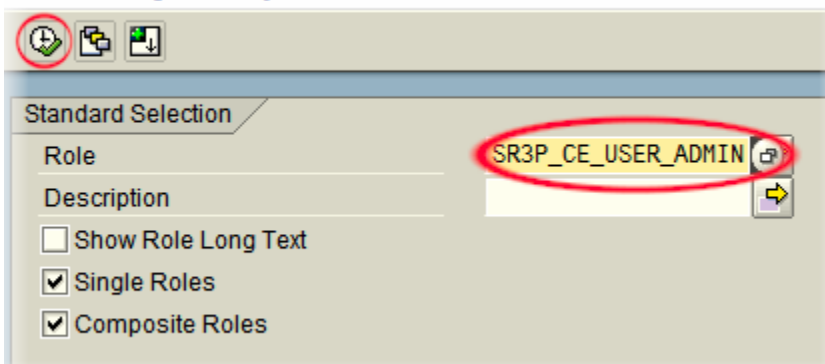
a. From the User Information System screen, drill down to Roles > By Role Name and click .

#### User Information System



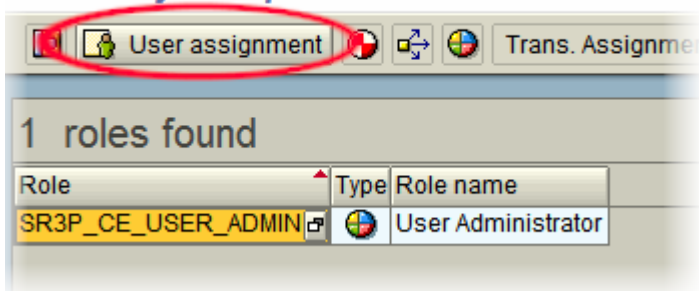
b. Enter the role name (or search if you don't know it) and click  to Execute. To search for the Role, enter SR3P\* in the Role field and click  to search.

#### Roles by Complex Selection Criteria



c. From the Roles by Complex Selection Criteria screen, select User Assignment to display all users assigned to the selected role.

#### Roles by Complex Selection Criteria





- d. A list of Users will be generated.

**Roles by Complex Selection Criteria**


Roles Profiles Change documents Choose Save File...

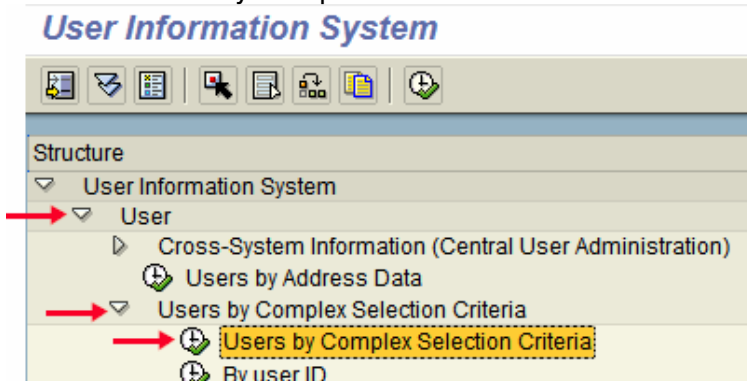
Number of Users Selected: 1


User Name	Complete name	User group	Account no.	Locked	Valid from	Valid through	User Type	Reference user
TESTWLW	WLW Test						A Dialog	

### 3. Display Role Assignments for all Users:

- a. From the User Information System screen, drill down to User > Users by Complex Selection









Criteria > Users by Complex Selection Criteria and click 




- b. Leave all fields blank and click  to execute the report






**Users by Complex Selection Criteria**

Selection Criteria for User

User			
Group for Authorization			
User Group (General)			
Reference user			
User ID alias			
Role			
Profile name			

- c. The list returned should contain all UserIDs within your personnel area. Click  Roles to display all roles assigned to the user.

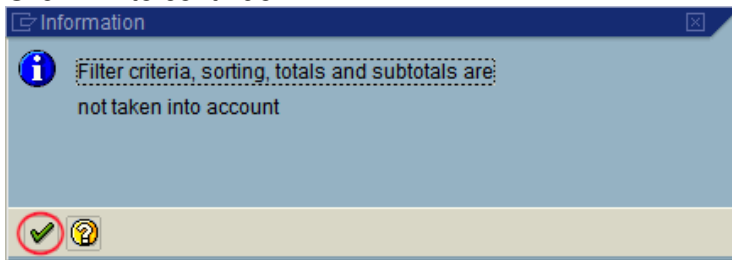
### Users by Complex Selection Criteria

Number of Users Selected:157						
User Name	Complete name	User group	Account no.	Locked	Valid from	Valid through
00067312	R Zimmerman					
11111111	First Last					
11111112	Blasko Riggs					
ALLISONF	Allison Farrell					
ALLYSONH	Allyson Helash	BW				
AMANDAT	Amanda Thomas	ROLLED_OFF				
AMYL	Amy Lu	ROLLED_OFF				
ANANDR	ANANDR	BW				
ANDIEH	Andie Haddad	ROLLED_OFF				
ANGIEC	Angie Caudill	ROLLED_OFF				
ANNF	Ann Fossum	ROLLED_OFF				
ANTHONYNYP	Anthony Palumbo	ABAP				
ARTHURL	Arthur Lanham	ABAP				

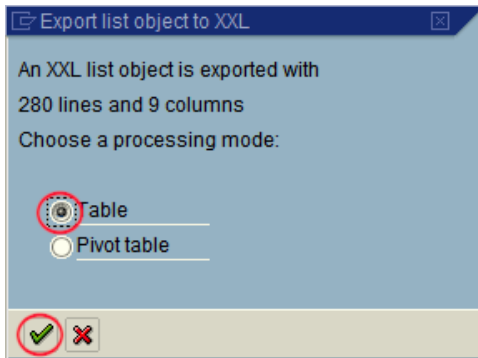
- d. The report will be displayed. To download the results to Excel, Click List > Export > Spreadsheet.

Criteria						
Name	Complete name	SR3D...	Start date	End date	Role name	
11111112	Blasko Riggs	SR3D_DISPLAY_ALL	15.06.2005	31.12.9999	Decentralized Personnel Administration Inquiry	
ALLISONF	Allison Farrell	SR3D_CUSTOMIZER	05.08.2004	31.12.9999	Role for all Customizers	
ALLYSONH	Allyson Helash	SR3D_DISPLAY_ALL	15.12.2004	31.12.9999	Transport Creation and Task Maintenance	
AMANDAT	Amanda Thomas	SR3D_CUSTOMIZER	05.08.2004	31.12.9999	Role that gives Display_All Authority	
		SR3D_DISPLAY_ALL	05.08.2004	31.12.9999	Role for all Customizers	
		SR3D_TRANSPORT	05.08.2004	31.12.9999	Role that gives Display_All Authority	
ANANDR	ANANDR	SR3D_CUSTOMIZER_BWDEV	15.12.2004	31.12.9999	Transport Creation and Task Maintenance	
ANDIEH	Andie Haddad	SR3D_CUSTOMIZER	10.11.2004	31.12.9999	Role for all Customizers	
		SR3D_TRANSPORT	05.08.2004	31.12.9999	Role for all Customizers	
ANGIEC	Angie Caudill	SR3D_CUSTOMIZER	15.12.2004	31.12.9999	Transport Creation and Task Maintenance	
		SR3D_TRANSPORT	05.08.2004	31.12.9999	Role for all Customizers	
ANNF	Ann Fossum	SR3D_CUSTOMIZER	15.12.2004	31.12.9999	Transport Creation and Task Maintenance	
		SR3D_TRANSPORT	05.08.2004	31.12.9999	Role for all Customizers	
ANTHONYNYP	Anthony Palumbo	SR3D_DISPLAY_ALL	15.12.2004	31.12.9999	Role that gives Display_All Authority	
ARTHURL	Arthur Lanham	SR3D_CUSTOMIZER	05.08.2004	31.12.9999	Role for all Customizers	
		SR3D_DISPLAY_ALL	05.08.2004	31.12.9999	Role that gives Display_All Authority	
		SR3D_TRANSPORT	05.08.2004	31.12.9999	Transport Creation and Task Maintenance	
BARBB	Barb Baker	SR3D_CUSTOMIZER	15.12.2004	31.12.9999	Role for all Customizers	
		SR3D_DISPLAY_ALL	05.08.2004	31.12.9999	Role that gives Display_All Authority	
		SR3D_TRANSPORT	15.12.2004	31.12.9999	Transport Creation and Task Maintenance	
BETHD	Beth Dockins	SR3D_CUSTOMIZER	05.08.2004	31.12.9999	Role for all Customizers	

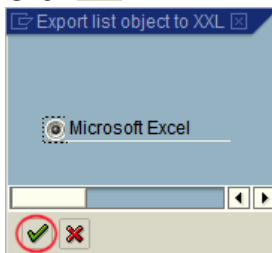
- e. Click  to continue



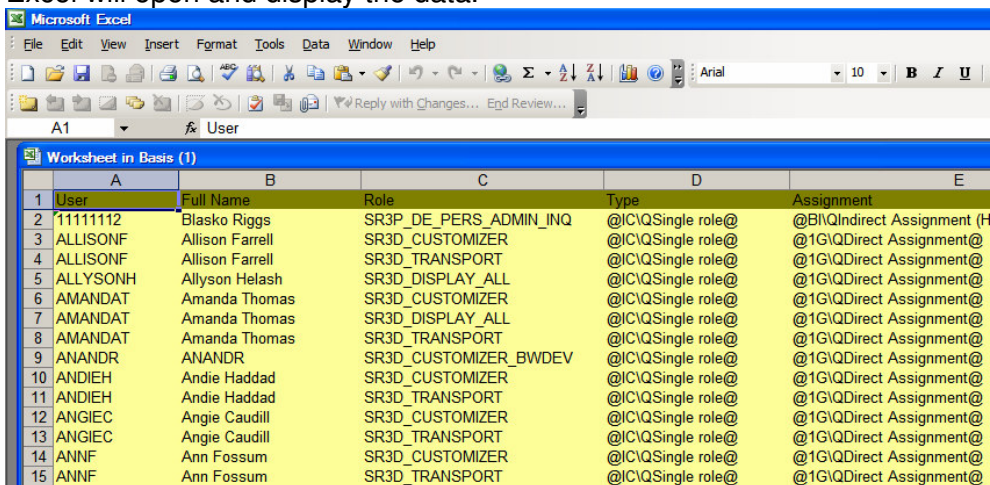
- f. Click Table and 



- g. Click 




- h. Excel will open and display the data.

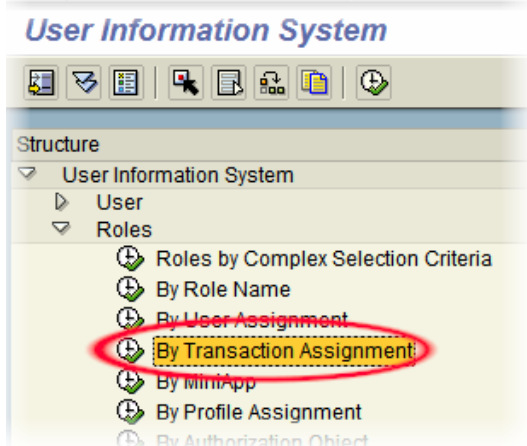



User	Full Name	Role	Type	Assignment
11111112	Blasko Riggs	SR3P_DE_PERS_ADMIN_INQ	@IC\QSingle role@	@BI\QIndirect Assignment (H
ALLISONF	Allison Farrell	SR3D_CUSTOMIZER	@IC\QSingle role@	@1G\QDirect Assignment@
ALLISONF	Allison Farrell	SR3D_TRANSPORT	@IC\QSingle role@	@1G\QDirect Assignment@
ALLYSONH	Allyson Helash	SR3D_DISPLAY_ALL	@IC\QSingle role@	@1G\QDirect Assignment@
AMANDAT	Amanda Thomas	SR3D_CUSTOMIZER	@IC\QSingle role@	@1G\QDirect Assignment@
AMANDAT	Amanda Thomas	SR3D_DISPLAY_ALL	@IC\QSingle role@	@1G\QDirect Assignment@
AMANDAT	Amanda Thomas	SR3D_TRANSPORT	@IC\QSingle role@	@1G\QDirect Assignment@
ANANDR	ANANDR	SR3D_CUSTOMIZER_BWDEV	@IC\QSingle role@	@1G\QDirect Assignment@
ANDIEH	Andie Haddad	SR3D_CUSTOMIZER	@IC\QSingle role@	@1G\QDirect Assignment@
ANDIEH	Andie Haddad	SR3D_TRANSPORT	@IC\QSingle role@	@1G\QDirect Assignment@
ANGIEC	Angie Caudill	SR3D_CUSTOMIZER	@IC\QSingle role@	@1G\QDirect Assignment@
ANGIEC	Angie Caudill	SR3D_TRANSPORT	@IC\QSingle role@	@1G\QDirect Assignment@
ANNF	Ann Fossum	SR3D_CUSTOMIZER	@IC\QSingle role@	@1G\QDirect Assignment@
ANNF	Ann Fossum	SR3D_TRANSPORT	@IC\QSingle role@	@1G\QDirect Assignment@

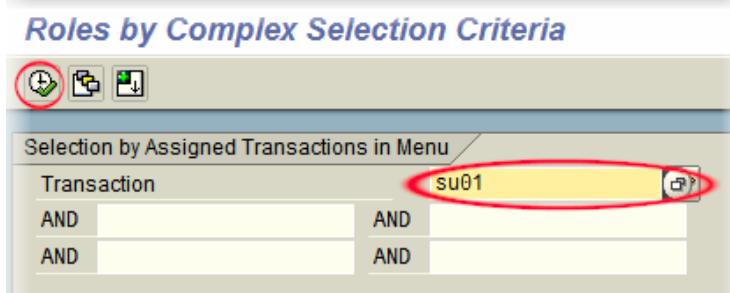
4. Users with Critical Authorizations
  - a. Currently under development – Critical Authorizations have not yet been defined in the system.

## Display Transactions by Role (SUIM)

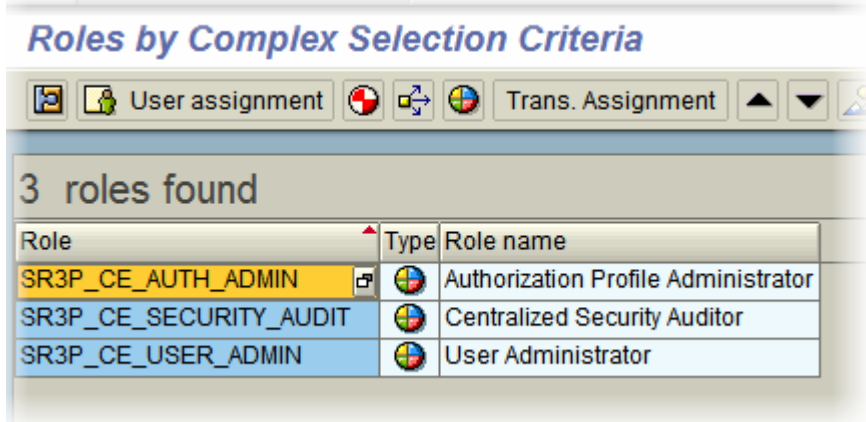
1. Enter transaction '**SUIM**' (/nSUIM) to Display Transactions by Role
2. From the User Information System screen, drill down to Roles > By Transaction Assignment and click .




3. Enter the transaction (or search if you don't know it) and click . Note: Single or multiple transactions may be entered here.



4. A list of Transactions by Roles will be generated. Note: You can view User Assignment by selecting a role and the User assignment button.





## Display Role Information (PFCG)

1. Enter transaction '**PFCG**' (n/PCFG).
2. Enter the Role Name (or search for possible values) and click .

**Role Maintenance**

Transactions

Role: **SR3P\_CE\_BENF\_CONFIG\_ANL**  

Name: Centralized Benefits Configuration Analyst

3. The first tab is Description; it will list who created it, last changed and a description.

**Display Roles**

Other role

Role: SR3P\_CE\_BENF\_CONFIG\_ANL

Description: Centralized Benefits Configuration Analyst

**Description** Menu Authorizations User MiniApps Personalization

Administration Information		
	Created	Changed
User	AMYL	AMYL
Date	14.10.2004	01.11.2004
Time	15:18:53	15:50:43

Transaction Inheritance

Derive from Role

Delete inheritance relationships

The Benefits Configuration Analyst role is responsible for creating and maintaining retirement plans in HRMS



4. The second tab is Menu; this shows transactions available via the menu system for this role.

**Display Roles**

Other role

Role: SR3P\_CE\_BENF\_CONFIG\_ANL  
Description: Centralized Benefits Configuration Analyst


Description Menu Authorizations User MiniApps Personalization

Role menu

- Display Spool Requests
- Evaluate Authorization Check
- Maintain Users Own Data
- Display HR Master Data
- Maintain HR Master Data
- Enrollment
- Termination of Participation
- Participation Monitor
- Benefits Participation Overview
- Automatic Plan Enrollment
- EOI Monitor

Target System

No destination

5. The third tab is Authorizations; this additional information about the authorizations for the role. Click  to Display Authorization Data for the role.

**Display Roles**

Other role

Role: SR3P\_CE\_BENF\_CONFIG\_ANL  
Description: Centralized Benefits Configuration Analyst

Description Menu Authorizations User MiniApps Personalization

Created by

User	AMYL
Date	14.10.2004
Time	15:18:53


Last Changed On/By


User	AMYL
Date	01.11.2004
Time	15:40:26

Information About Authorization Profile

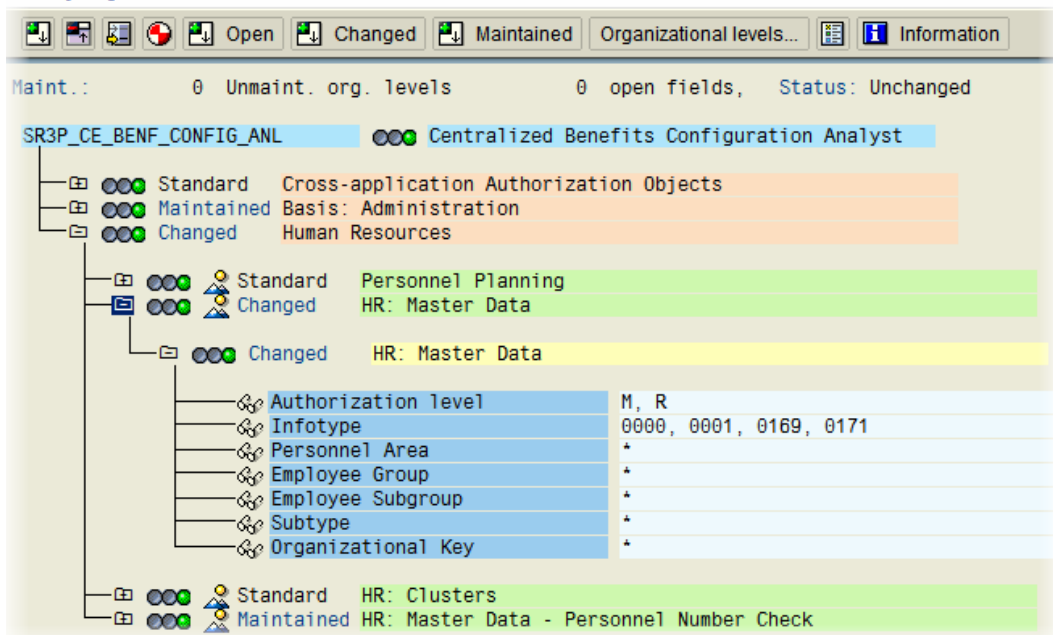
Profile Name	WACBECFGAN
Profile Text	Profile for role SR3P_CE_BENF_CONFIG_ANL
Status	Authorization profile is generated

Maintain Authorization Data and Generate Profiles

 Display Authorization Data

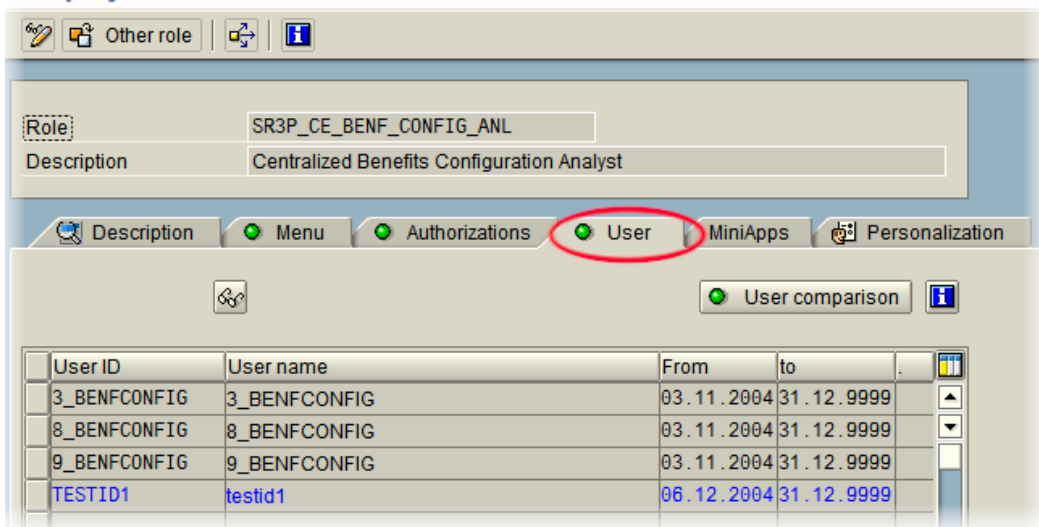
6. In the Display role: Authorizations screen, expand the node to view specific authorizations. When finished, click  or press F3 to return to Display Roles screen.

### Display role: Authorizations



7. The fourth tab is User; this will list UserIDs *indirectly* assigned to the role in blue, and UserIDs *directly* assigned in black.

### Display Roles



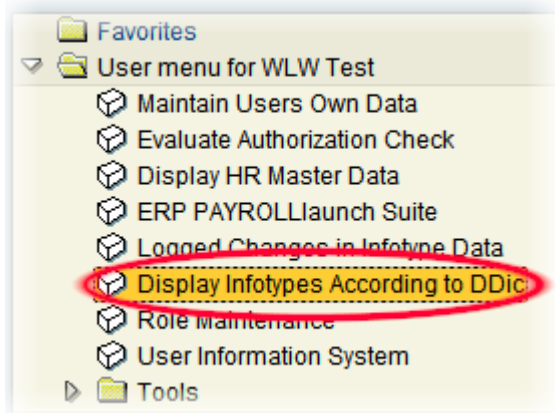
8. The fifth tab is MiniApps and the sixth tab is Personalization. At this time, disregard these tabs.




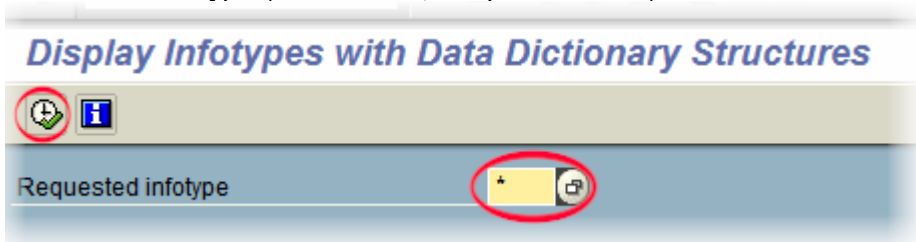


## Display List of Infotypes (S\_ALR\_87101323)

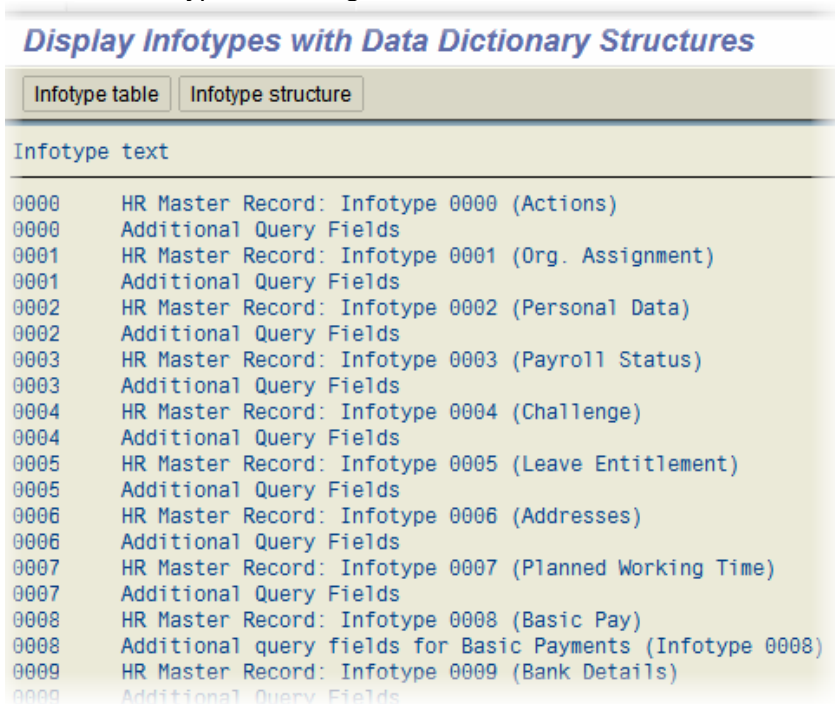
1. Enter transaction '**S\_ALR\_87101323**' (n/S\_ALR\_87101323) or select 'Display Infotypes According to DDic' from the main menu.



2. Enter the Info Type (\* to view all, or specific value) and click 

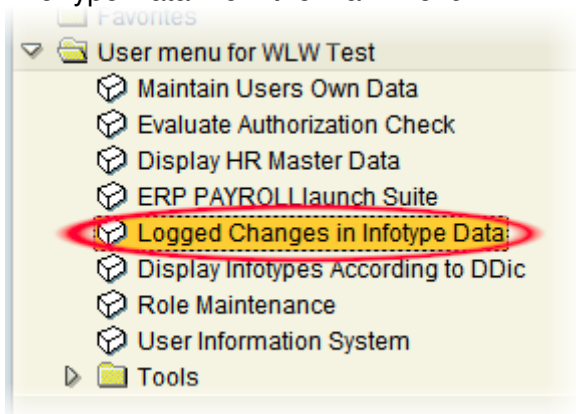



3. A list of Info Types will be generated.





## Display Changes in Infotype Data (S\_AHR\_61016380)

1. Enter transaction '**S\_AHR\_61016380**' (n/S\_AHR\_61016380) or select 'Logged Changes in InfoType Data' from the main menu.



2. Select Long-term documents and enter InfoType to search on and click . Additionally, you can enter a range of InfoTypes and Changed dates.

**Logged Changes in Infotype Data**

  Read from archive


Read documents from database


☒ Long-term documents  
☐ Short-term documents


Selection


Transaction class

☒ Master data ☐ Appl.data ☐ A11

Personnel number  to  

Infotype  to  

Changed on  to  

Changed by  to  


Output options

☐ Direct output of docs ☐ New page per doc.  
☐ Output program selections ☐ Output in ALV

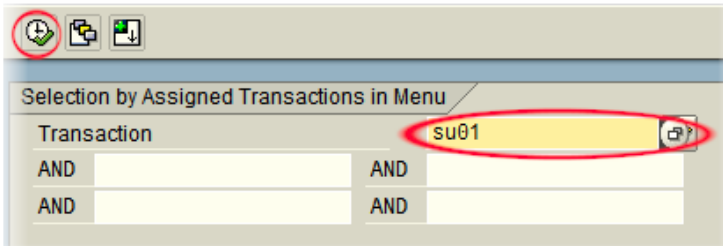
Sort order

☒ Time ☐ Personnel no. ☐ Infotype ☐ User


Default currency

- Enter the transaction (or search if you don't know it) and click . Note: Single or multiple transactions may be entered here.

### *Roles by Complex Selection Criteria*



Selection by Assigned Transactions in Menu

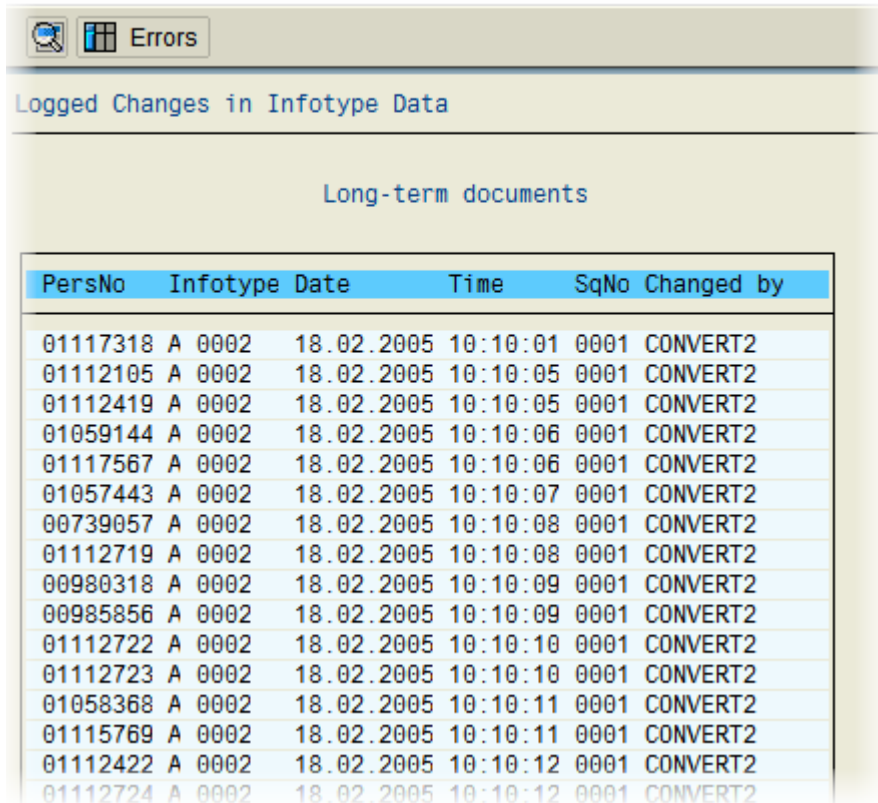
Transaction  

AND  AND

AND  AND

- A list of Changes in Infotype Data will be generated.

### *Logged Changes in Infotype Data*



Errors

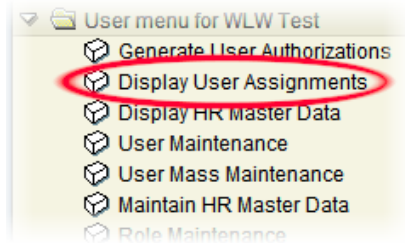
Logged Changes in Infotype Data

Long-term documents



PersNo	Infotype	Date	Time	SqNo	Changed by
01117318	A	0002	18.02.2005 10:10:01	0001	CONVERT2
01112105	A	0002	18.02.2005 10:10:05	0001	CONVERT2
01112419	A	0002	18.02.2005 10:10:05	0001	CONVERT2
01059144	A	0002	18.02.2005 10:10:06	0001	CONVERT2
01117567	A	0002	18.02.2005 10:10:06	0001	CONVERT2
01057443	A	0002	18.02.2005 10:10:07	0001	CONVERT2
00739057	A	0002	18.02.2005 10:10:08	0001	CONVERT2
01112719	A	0002	18.02.2005 10:10:08	0001	CONVERT2
00980318	A	0002	18.02.2005 10:10:09	0001	CONVERT2
00985856	A	0002	18.02.2005 10:10:09	0001	CONVERT2
01112722	A	0002	18.02.2005 10:10:10	0001	CONVERT2
01112723	A	0002	18.02.2005 10:10:10	0001	CONVERT2
01058368	A	0002	18.02.2005 10:10:11	0001	CONVERT2
01115769	A	0002	18.02.2005 10:10:11	0001	CONVERT2
01112422	A	0002	18.02.2005 10:10:12	0001	CONVERT2
01112724	A	0002	18.02.2005 10:10:12	0001	CONVERT2

## Display User Security Assignments (ZAUTH\_DSP\_USR\_ASSIGN)




1. Enter transaction '**ZAUTH\_DSP\_USR\_ASSIGN**' (/nZAUTH\_DSP\_USR\_ASSIGN) or select 'Display User Assignments' from the main menu.




### 2. Display Roles and Profiles assigned to User:

3. Enter the UserID into the 'User Name' field. The UserID is the user's Personnel Number, **including** leading zeroes. In this example it is '11111111'. To search for the User, click  to search and select the User.
4. Click Roles and Standard Profiles
5. Click P\_ORGIN (HR: Master Data)
6. Click 

**Display User Assignments**


d.   Display Authorization Switch  Assigned Persons (Infotype 0105)

User Name a. 11111111 

or

Related Organizational Units ☐

Structural Profiles ☐

Roles and Standard Profiles b. 

Display HR Authorizations ☐

c. ☒ P\_ORGIN (HR: Master Data)

☐ P\_ORGXX (HR: Master Data - Extended Check)

☐ P\_ORGINCON (HR: Master Data with Context)

7. The report will display Roles and Profiles assigned to the User selected.



**Display User Assignments**

Roles and StandardProfiles





User Name 11111111


	Role	Profile	Start Date	End Date
Related Roles in OM (Relationship 007)				
Standard Profiles in OM (IT 1016)				
Roles in User MasterRec	SR3P_DE_PAY_ANL		14.06.2005	31.12.9999
	SR3P_DE_PERS_ADMIN_INQ		14.06.2005	31.12.9999
	SR3P_DE_T&A_PROC		14.06.2005	31.12.9999
Standard Profiles in UserMastRec		WADPADMINQ		
		WADPAYANL_		
		WADT&APROC		

### 3. Display HR Authorizations by Authorization Object:

- Enter the UserID into the 'User Name' field. The UserID should be the user's Personnel Number, **including** leading zeroes. In this example it is '11111111'. To search for the User, click  to search and select the User.
- Select Display HR Authorizations
- Select P\_ORGIN (HR: Master Data)
- Click 

**Display User Assignments**

d.    Display Authorization Switch  Assigned Persons (Infotype 0105)


User Name a. 11111111 

or

Related Organizational Units ☐

Structural Profiles ☐

Roles and Standard Profiles ☐

Display HR Authorizations b. 

c. ☒ P\_ORGIN (HR: Master Data)

☐ P\_ORGXX (HR: Master Data - Extended Check)

☐ P\_ORGINCON (HR: Master Data with Context)

- The report will display Roles and Profiles *indirectly* assigned to the User selected.

**Display User Assignments**

Authorizations by Authorization Object

User Name 11111111

Auth. object	Authorization	Field name	Authorization value	Authorization value
P_ORGIN	WADPADMIN...	INFTY	0003	
P_ORGIN	WADPADMIN...	INFTY	0006	0009
P_ORGIN	WADPADMIN...	INFTY	0014	0015
P_ORGIN	WADPADMIN...	INFTY	0016	
P_ORGIN	WADPADMIN...	INFTY	0019	
P_ORGIN	WADPADMIN...	INFTY	0021	0023
P_ORGIN	WADPADMIN...	INFTY	0027	
P_ORGIN	WADPADMIN...	INFTY	0031	
P_ORGIN	WADPADMIN...	INFTY	0040	0041
P_ORGIN	WADPADMIN...	INFTY	0057	
P_ORGIN	WADPADMIN...	INFTY	0077	
P_ORGIN	WADPADMIN...	INFTY	0081	
P_ORGIN	WADPADMIN...	INFTY	0094	
P_ORGIN	WADPADMIN...	INFTY	0105	
P_ORGIN	WADPADMIN...	INFTY	0106	
P_ORGIN	WADPADMIN...	INFTY	0121	

## Troubleshooting

Under development